UNIVERSITY OF ILLINOIS SYSTEM

Open and Close a Travel Advance

For travel advances, an Expense Report (ER) must be created with *Advances* as the Purpose. When travel expense receipts are submitted, a second ER must be created and the advance treated as a T-Card transaction. The person requesting the advance through the ER will be the person receiving the advance. In other words, if you are requesting an advance for another person, you must create the ER via a Proxy.

Step	Task
1.	Click the **Expense Report** icon.
2.	Complete the **Document Header** information. a. Enter a unique report title in the **Report Title** field. Begin the report title with the prefix *ADV* (example: *ADV Italy*) to expedite the processing. b. Select a purpose (example: *Advances*) from the **Purpose** menu. c. Enter a business purpose or justification (including the destination) in the **Business Purpose/Justification** field. **NOTE:** Special handling is not required.
3.	Click the **Continue** button.
4.	Select **Travel Advance Request** from the menu.
5.	Click the **Add Expense** button.
6.	Enter information in the fields under **Standard Information**. The fields that display may vary depending on the Purpose.
7.	Select one of the following C-FOPs from the **Project** menu: • **Urbana: C1-F200450-O107000-P107001** • **Chicago: C2-F200450-O107000-P107001** • **Springfield: C4-F200450-O107000-P107001**
8.	Enter a note in the **Notes** field, and explain how the funds will be spent. **NOTE:** Travel advances will not be issued for expenses that can be charged to a Travel Card (T-Card).
9.	Click the **Save** button.
10.	Click the **Submit** button.
11.	Click the **Continue** button.

Close a Travel Advance

Step	Task
1.	Click the **Expense Report** icon.
2.	Complete the **Document Header** information, and select **Employee Travel/Meal Reimbursements and T-Card Charges** from the **Purpose** menu.
3.	Click the **Continue** button.
4.	Click the **Transactions** button.
5.	Select the check box next to the **Travel Advance** transaction to attach.
6.	Click the **Attach** button.
7.	Click the **Done** button.
8.	Click the **Items** tab.
9.	Click the **View/Edit Document** icon.
10.	Enter information in the fields under **Standard Information.** The fields that display may vary depending on the Purpose.
11.	Select one of the following C-FOPs from the **Project** menu: • **Urbana: C1-F200450-O107000-P107001** • **Chicago: C2-F200450-O107000-P107001** • **Springfield: C4-F200450-O107000-P107001**
12.	Click the **Save** button.
13.	Add additional **Expense Types** to document how the funds were spent. • Select the department C-FOP to be charged. **NOTE:** The C-FOP must be a local fund, not a state fund.
14.	Attach any receipts if necessary. For more information on how to attach receipts, review the Browse and Attach Receipts and Supporting Documentation job aid.
15.	Click the **Submit** button.
16.	Read the certification information, and click **View Policy** if necessary.
17.	Click the **Continue** button.

Unused Travel Advance Money

Step	Task
1.	In step 13 of Close the Travel Advance, add the **Expense Type**: *Unused Advance.*
2.	Enter information in the fields under **Standard Information.**
3.	Select one of the following C-FOPs from the **Project** menu: • **Urbana: C1-F200450-O107000-P107001** • **Chicago: C2-F200450-O107000-P107001** • **Springfield: C4-F200450-O107000-P107001**
4.	Return the unused money with a completed **Travel or Program Advance Closure** form to the University Student Financial Services & Cashier Operations (USFSCO) office on your campus. This form can be found in the [Reimbursements to Employee Forms](#) section on the OBFS website under Forms.
5.	Tell the cashier that you're closing a Travel Advance.
6.	Keep the deposit receipt to submit in TEM in step 14 of Clear the Travel Advance.