

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. <ol style="list-style-type: none"> 1) Enter a unique report title in the Report Title field. Begin the report title with the prefix "ADV" (e.g., ADV Italy) to expedite the processing. 2) Select the Purpose (e.g., Advances). 3) Enter a business purpose or justification (include the destination) in the Business Purpose/Justification field. <p style="margin-left: 40px;">NOTE: Special handling is not required.</p> 4) Enter the ER number (e.g., ER 00001234) in the Vendor Invoice #/Ref # field. 5) Select an affiliation from the Payee Affiliation menu.
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.	One of the following C-FOPs must be selected from the Project menu. <ul style="list-style-type: none"> • 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. <p style="margin-left: 40px;">NOTE: Travel advances will not be issued for expenses that can be charged to a Travel Card (T-Card).</p>
9.	Click the Save button.
10.	Click the Submit button.
11.	Click the Continue button.

Clear the Travel Advance

Step	Task
1.	Click the Expense Report icon.
2.	Complete the Document Header information, and select the Employee Travel/Meal Reimbursements and T-Card Charges from the Purpose menu.
3.	Click the Continue button.
4.	Click 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.	One of the following C-FOPs must be selected from the Project menu. <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • Select the department C-FOP to be charged. 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 <i>Browse and Attach Receipts</i> 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 under Clear the Travel Advance, add the Expense Type: Unused Advance .
2.	Enter information in the fields under Standard Information . One of the following C-FOPs must be selected from the Project menu. <ul style="list-style-type: none"> • Urbana: C1-F200450-O107000-P107001 • Chicago: C2-F200450-O107000-P107001 • Springfield: C4-F200450-O107000-P107001
3.	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 on the OBFS Website under Forms > Reimbursements to Employee Forms .
4.	Tell the cashier that you're closing a <i>Travel Advance</i> .
5.	Keep the deposit receipt to submit in TEM in step 14 above.

Additional information:

- If the advance was opened on paper, it must be closed on paper, and if it was opened in TEM, it must be closed in TEM.