

Accounting & Financial Services



Forum on Travel Advances

Spring 2005

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Forum objectives:

- Know what travel advances are
- Review/learn how to pay advances
- Know how to check your travel advance ledgers
- Review/learn how to clear advances from your ledgers
- Ask questions and share solutions

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Travel advances are:

- The payment, ahead of the travel, of necessary expenses associated with that trip
- To be requested no earlier than 30 days nor later than 3 days before the beginning of the trip.

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Travel Advances

- Need to be cleared even if the TEV is zero
- Are cleared on a DaFIS Travel Expense Voucher (TEV)

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Advances require one of these object codes:

- 0080 – advances paid directly to the traveler; are taxable as income to the traveler if not cleared
- 0086 – advances paid to vendors or non-employees (e.g., UC pays interviewee's travel) for registration fees, airfare, and hotel deposits.

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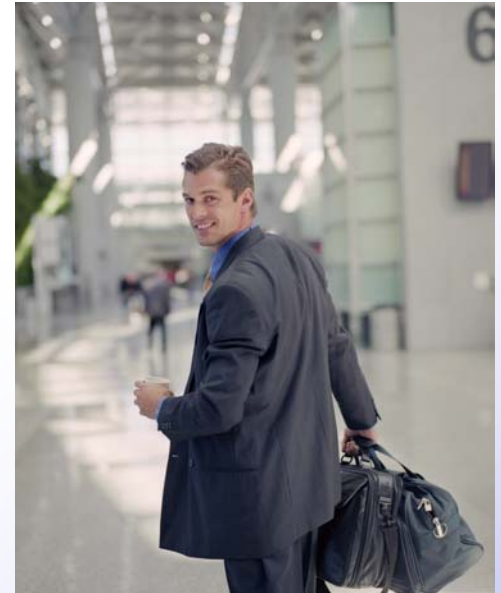


Review/learn how to pay advances

A trip involving these advances:

- conference registration
- airline tickets
- hotel
- cash

Let's look at each one...



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Conference Registration should be paid with

- a Direct Charge (DC) document to vendor

OR

- the traveler's corporate card

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Conference Registration Direct Charge document:

- Use object code 0086 in DaFIS
- Submit Request for Document Action
http://accounting.ucdavis.edu/Forms/AP_ReqDoc.doc
with invoice or registration form
- Track this DC so it can be noted on the TEV post- trip when all the expenses are listed.

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Conference registration paid with traveler's corporate card:

- No DaFIS entry (except when corp. card was pre-paid and there are no other travel expenses)
- If corp. card payment must be paid before the trip, submit a Request for Corp. Card Action (http://accounting.ucdavis.edu/Forms/AP_RequestCorpCardAdv.doc); AP does the DC document

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Airfare should be paid with:

- YCAL transaction - through one of two travel agencies - give them billing ID
OR
- CTS transaction - through several travel agencies - give them billing ID
OR
- the traveler's corporate card

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A note about CTS and YCAL billing IDs:

- They are a shorthand for an FAU
- They are 4 digits/characters
- Use the same one for CTS and YCAL

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Airfare charged to the traveler's corporate card:

- No DaFIS entry
- If corp. card payment must be paid before the trip, submit a Request for Corporate Card Action; AP does the DC using object code 0086.

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Hotel should be paid with:

- Submit Request for Document Action; create DC using object code 0086
- OR
- the traveler's corporate card

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Cash to the traveler should be paid with:

- the traveler's corporate card via First Check or ATM

This VISA payment does not get a DaFIS document. It is paid on the TEV when the travel is complete.

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Cash to the traveler can also be paid with:

- A check or direct deposit from the university via a Request for Document Action form

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How do you know if you have travel advances to worry about?



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Use the DaFIS DS Transaction Listing (2) query:

- Enter the account number
- Use object consolidation SB55
(for years prior to 03-04, use *object* 008% instead)
- Include Document Summarization
- Click the Process Query button

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View Transaction Listing (2) search results:

- If 0 balance, all is ok!
- If balance is not = to 0, you'll need to clear the advances

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If the Direct Charge document begins with “CX”, this was a YCAL airfare purchase. To research:

- Drill down and see the “Point of Sale” text for the traveler’s name -- the last 6 characters will be the reservation number.
- If you need more info to identify this transaction, look at “Cardholder Name” -- this is the travel agency who sold the ticket. Contact them if necessary.

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If the Direct Charge document begins with “CT”, this airfare was purchased with your department’s CTS account. To research:

- The transaction date is the key to what month this will show on the VISA statement.
- The travelers’ names now post to this ledger, as of Jan. 2005, and they also appear on the monthly CTS VISA statements that are mailed directly to your department from US Bank.
- The “merchant’ and “reference#” fields appear on the DS report and on the VISA statements so you can match them.

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Secret information you should know:

- Each month, Davisville and Giselle's travel agencies e-mail a summary of travel activity to **SOMEONE** in your department.
- *Find out who that is!*

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More secret information you should know:

- Each month, **SOMEONE** in your department gets a statement from US Bank for the CTS charges.
- *Find out who that is!*

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Here are samples of completed paper TEVs:

<http://travel.ucdavis.edu/help/form/advance.pdf>

<http://travel.ucdavis.edu/help/form/negbal.pdf>

<http://travel.ucdavis.edu/help/form/visa.pdf>

<http://travel.ucdavis.edu/help/form/perdiem.pdf>

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Sample DaFIS TEV

UC Davis Financial Information System (DaFIS)

File Edit Workflow Inquiries Options Actions Help

Expense Voucher

AP Travel Expense Voucher

Document Num: **01 -008936650**
 Initiator: **KGRAALFS**
 Created: **04/28/2005**
 Status: **?**
 Amount: **100.00**
 Description:

Org/Departmental Information
 Tracking Num:
 Ref Doc Num:
 Invoice Num:
 Explanation:

Routing
 Notes
 Balance
 Entries

Print?
 OK
 Quit

Expense Information

Employee: No Vendor Num:
 Remit-To Emp: No Remit-To Vendor Num:
 State Resident:
 Remit-To:
 Group Code:
 Non-Check: No
 Attachment: No

Prepared Date: Pmt Purpose Code:
 Trip End Date: Pmt Purpose Text:
Payment Conditions: I certify that all expenditures incurred are in accordance with 330-10. If an exception to policy is required, I have prepared and routed as required a Request for Reimbursement Exception.

Expense Items

	COA	Account/Sub	Object/Sub	Project	Reference	Tax Cd	Amount
1	3	6620001	2000			0	1,000.00
	GENFND	ACCT	IISP	ACCOUNTING & FINANCIAL SVCS C	III STATE TRV	II	
2	3	6620001	0086			0	-750.00
	GENFND	ACCT	IISP	ACCOUNTING & FINANCIAL SVCS C	ADV 2 VENDOR	II	

Total Amount **100.00**

Windows Taskbar: Start, Inboxes, FW: Here's..., Microsoft P..., UC Davis F..., Transactio..., UC Davis Ac..., 8:25 AM

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Regarding Fiscal Year End Close:

- If travel is complete, encourage the traveler to submit a TEV before the Accounts Payable deadline of July 6th – the sooner the better!
- Travel Advances will be removed from the account in the June-Final closing entries, then returned in July, but you lose detail; it is just the total that is moved.

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Automatic Fiscal Close Entries – Travel Advances

Sub Acct	Object	Sub Obj	Project	Doc Type	Tracking #	Reference	Transaction Description	Posted Date	Approp	Expend
SB55 - TRAVEL ADVANCES										
							Balance Forward			676.60
----	0080	---	-----	GLJV			Travel Advance Deferral	19-Jul-04		676.60CR
Period Totals:									0.00	676.60CR
Totals for SB55:						Balance:	0.00		0.00	0.00

Moved from accounts to central receivable in June-Final

Sub Acct	Object	Sub Obj	Project	Doc Type	Tracking #	Reference	Transaction Description	Posted Date	Approp	Expend
SB55 - TRAVEL ADVANCES										
----	0080	---	-----	GLJV			Restore Travel Advance Deferral	19-Jul-04		676.60
Period Totals:									0.00	676.60
Totals for SB55:						Balance:	676.60OD		0.00	676.60

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If the cash advance was more than the actual expense:

- Traveler writes check payable to UC Regents for the amount due.
- Process a DaFIS Statement of Cash Collections (SCC) document using the correct advance object code.
- Reduce the original advance by the amount of the SCC and enter that amount on the DaFIS document to clear the advance.
- Attach a copy of the SCC to the travel form, and deposit the check at the Cashier's Office.

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Note: For internal control reasons, the A&FS Travel Division no longer receives or deposits the checks for the department. A directive will go out to campus with more details.

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Additional Resources:

- Process a Travel Advance:

<http://travel.ucdavis.edu/help/advance/>

- Clear a Travel Advance:

<http://travel.ucdavis.edu/help/clradvance/>

- E-mail us at travel@ucdavis.edu

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Your Questions and Comments, Please!

