

Data Entry: Travel Advance Voucher

Revised 4/15/05

Please note the following:

- Travel advances should be charged to a Departmental Local cost center, such as IDC. Do not charge advances to grant cost centers.
- Travel Advances will not add to expenditures (account codes 5xxxx) and will not effect budget in Peoplesoft or the FMP Budget summary because it is a liability (account code 12305).
- Travel Advances will affect equity (both in PeopleSoft and in FMP). As the advance is issued (debited) and then paid back (credited), the equity will change accordingly.
- Departments should check their liability accounts monthly to ensure that advances are cleared.
- Travel Advances should be entered in FMP using account code 12305 as indicated below:

Vendor	Document Type	Speedtype	PS Account	Document #	Reference #	Description
Traveler name	Voucher	The travel advance speedtype (default is Department IDC)	12305	The voucher number	The FMP-generated TR#	Begin with the words "Travel Advance". Example: "Travel Advance for Dr. William to Dresden, German 02/23/04-02/27/04."

Sample Quick Entry:

Document Type: Speed Type: Sub Account: Sponsor: IDC Dept

Type the vendor name in the Vendor box below, then click on "Select Vendor" to pull out closest match(es):

Vendor: Select Vendor: Invoice #: Invoice Date:

Description:

Amount: Value must be '1' or greater Quantity:

PS Account: [Click here for more informa](#)

Convert Old Sub Code to PS Account: Old Sub Code: Get PS Acct:

Entered By: Date Entered: Document #: Reference #:

Purchase Agent:

Note: once the travel advance has been paid back or receipts returned in the amount of the advance, you should be able to do a find for the default travel advance cost center **and** account code 12305. The total should be zero dollars, except if there are outstanding travel advances.

Ledger Menu Find Reconciliation List Print MAIN MENU

Break Down Monthly Acct Summary Detail Summary Acct Summary of Found Records

FY	SpeedType	Sub	PS Acct	Type	Vendor Name	Description	DOC #	Ref #	Est Am	Enc Da
2005	14002		12305	Voucher	Advincula, Rigob	Travel Advance	00490524	2113	1,500.00	
2005	14002		12305	Travel Voucher	Advincula, Rigob	Advincula/Chicag	00370131	2113	-1,500.00	
									0.00	

Travel Reimbursement when Travel Advance is involved

- If a **Travel Advance** is involved, you will need to create a journal or travel voucher to **credit** the travel advance cost center. These entries must also be entered in FMP. Examples are below.

Sample of Travel Advance when the Traveler is due money.

A Travel Voucher will be prepared with the following entries:

Debit: the cost center being charged for the travel using PS account codes appropriate to the received expenses.

Credit: the travel advance cost center for amount of the advance using account code 12305

The traveler will receive reimbursement for the difference between the travel advance and the total received expenses.

Total received expenses (\$1950) are more than the travel advance amount (\$1500). The Traveler is due a reimbursement (\$450). This amount is billed to the traveler's cost center.

Reconciliation List										
FY	SpeedType	Sub	PS Acct	Type	Vendor Name	Description	DOC #	Ref #	Est Am	Ent
2005	12345		56114	Travel Request	Bank One	Advincula/Chicag		2113	750.00	
2005	12345		56112	Travel Request	Bank One	Advincula/Chicag		2113	10.50	
2005	12345		56114	Travel Request	Bank One	Advincula/Chicag		2113	200.00	
2005	12345		56112	Travel Voucher	Advincula, Rigob	Advincula/Chicag	00370131	2113	1,950.00	
2005	14002		12305	Voucher	Advincula, Rigob	Travel Advance	00490524	2113	1,500.00	
2005	14002		12305	Travel Voucher	Advincula, Rigob	Advincula/Chicag	00370131	2113	-1,500.00	
									2,910.50	

- Direct billed airfare billed to PI cost center.
- NTS Fee billed to PI cost center
- Direct billed car rental
- Travel Voucher: Received travel expenses. Debit PI cost center
- Travel Advance: debit Dept IDC
- Travel Voucher: credit Dept IDC for travel advance

Sample of Travel Advance when the Traveler owes money.

Two Journals will be prepared: one for the reimbursement of the advance; the other for debiting the received expenses.

Journal #1 (deposit for reimbursement of the advance):

Debit: BANK (1051 for Chase). You do not need to enter this debit entry in FMP.

Credit: the travel advance cost center (Dept IDC) for the amount of the reimbursement using account code 12305.

Journal #2(debiting received expenses)

Debit: the cost center being charged for the travel.

Credit: travel advance cost center for the amount of received expenses using account code 12305.

Reconciliation List										
FY	SpeedType	Sub	PS Acct	Type	Vendor Name	Description	DOC #	Ref #	Est Am	Ent
2005	14002		12305	Voucher	Advincula, Rigob	Travel Advance	00490524	2113	1,500.00	
2005	12345		56112	Journal Entry	Advincula, Rigob	Advincula/Chicag	0001035702	2113	1,200.00	
2005	14002		12305	Journal Entry	Advincula, Rigob	Advincula/Chicag	0001035702	2113	-1,200.00	
2005	14002		12305	Journal Entry	Advincula, Rigob	Advincula/Chicag	001035529	2113	-300.00	
									1,200.00	

- Original Travel Advance: Debit Dept IDC
- Journal #2 (Receipted Travel expenses): Debit PI cost center.
- Journal #2 (receipted expenses): Credit Dept IDC to credit the advance.
- Journal #1 (Deposit to pay back unused advance. Debit Dept IDC

Total cost of the receipted expenses (\$1200) is less than the travel advance amount (\$1500). The traveler owes money back (\$300) to the travel advance. The \$1200 is debited to the traveler's cost center and. Bothe the \$1200 and the \$300 is credited to the travel advance cost center.

Auditing the Travel Documents for Accurate Data Entry

Once all of the reimbursement and payment documents have been entered, do another find by the FMP-generated TR #. The total should equal total of all costs associated with the travel.

FY	FundType	Sub	PS Acct	Type	Vendor Name	Description	DOC #	Ref #	Est Am	End
2005	12345		56114	Travel Request	Bank One	Advincula/Chicag		2113	750.00	
2005	12345		56112	Travel Request	Bank One	Advincula/Chicag		2113	10.50	
2005	12345		56114	Travel Request	Bank One	Advincula/Chicag		2113	200.00	
2005	12345		56112	Journal Entry	Advincula, Rigob	Advincula/Chicag	0001035702	2113	1,200.00	
2005	14002		12305	Voucher	Advincula, Rigob	Travel Advance	00490524	2113	1,500.00	
2005	14002		12305	Journal Entry	Advincula, Rigob	Advincula/Chicag	0001035702	2113	-1,200.00	
2005	14002		12305	Journal Entry	Advincula, Rigob	Advincula/Chicag	001035529	2113	-300.00	
									2,160.50	

- <- Airfare-direct billed through NTS
- <- NTS Fee
- <- Hotel-direct billed through NTS
- <-Reimbursement/Receipted Expenses
- <- Travel Advance
- <-Receipted Expenses (credit the advance)
- <-Payback of Travel expense (credit advance)

Checking for outstanding Travel Advances Monthly

Each month, the department manager performs a find in file maker pro by account code **12305**. If the total on this code is Zero, all advances were cleared. If the sum is not equal to Zero, there are outstanding travel advances.