

Quick Reference for Submitting Travel Advances in the TRIP Transaction

Things to Know:

- Even though the process for submitting a travel advance is changing, the fiscal policy (FI0705) associated with travel advances will remain the same.
- Travel advances can be requested at any time before the start of the trip; however, they will not be processed for payment until 10 calendar days before the start of the trip. Travel advances cannot be requested on or after the first day of the trip.
- When requesting a travel advance, be sure to allow enough time for the Travel Expense Report to be approved through your department in IRIS workflow **and** through your central business office.
- The Accounts Payable department in the Treasurer's Office will run any payments for travel advances 10 calendar days prior to the *Start of Trip* date entered in the **TRIP** transaction. Travelers who receive payroll through direct deposit will also receive their travel advance by direct deposit two business days after these payments are run. Travelers who receive their payroll by check will have their travel advance check printed and mailed on the same day the payments are run.
- Both travel advances and prepayment of airfare can be requested for the same trip **but not at the same time**. If you are submitting a travel advance and prepayment of airfare for the same trip, each submission must have its own IRIS workflow.
- If the amount of the travel advance exceeds the total expenses for the trip, there will be a credit placed on the traveler's vendor account in IRIS for the difference in the two amounts. The next time the person travels, the credit will be deleted from the payment for those expenses. If the person is not expected to travel again within a reasonable amount of time, they must issue a check payable to UT for the difference and submit that check to the campus business office. This check **MUST** then be forwarded from the campus business office to the Treasurer's Office Accounts Payable department for deposit. Please reference the personnel number and trip number of the travel advance being cleared.
- Travel advances cannot be made for any items that can be prepaid by UT.
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