Travel Advance Card (TAC) Payment Cheat Sheet

Create a Non P.O. Voucher to pay for items paid with the TAC for a specific trip. The payment information can be received by downloading the Citibank statement or by printing the unbilled transactions.

*Note- this TAC statement contains transactions for two different trips. A Non P.O. Voucher should be created for each individual trip; this statement should have two Non P.O. Vouchers. A voucher for the 01/12/12 travel and a voucher for the 01/21/12 travel.

Refer to your instructions on how to create a Non P.O. voucher.

The invoice number should be 5567090001968440 – followed by the last 10 digits of the TAC
i.e. if the last 10 digits of my TAC is 9876543210 then the invoice number will be 5567090001968440-9876543210

Vendor ID: 0000011664

Address Sequence Number: 1

Select the Calc Basis Date link to enter the Texas Prompt Pay information.

Calc Basis Date:

Populate the:

Invoice Receipt Date: (use the day you received or printed the statement or unbilled transactions)

Goods/Services Receipt Date: (use the date for the first day or travel)
**Service Start Date:** (use the first day of travel date)

**Service End Date:** (use the last day or travel date)

Enter the **SpeedChart** information and press Calculate

For the Description Enter TAC followed by the last 10 digits of the TAC e.g. TAC9876543210

Add Distribution Lines based on the account breakdown.

**Example:**
The statement shows charges of $110.74 for lodging and a credit of $12.17 for lodging. The receipt breakdown is as followed.

- $95.00 lodging rate
- $12.17 state tax
- $3.57 city tax
- -$ 12.17 credit issued for state tax

This example requires two distribution lines one for lodging and one for tax.

Select the **Copy Down** box if using the same SpeedChart for each distribution line

Select add multiple new rows (+) to add an additional line

Enter the number of rows to add and select **OK**
Line 1 **Merchandise Amt** is $95.00 using **Account** 62106 for In State Lodging

Line 2 **Merchandise Amt** is $ 3.57 using **Account** 62105 for In State Incidental Expenses (taxes, tips, gas etc...)

Enter or search for the Empl ID the TAC card is assigned to

Select the **Payments** tab

Select **Schedule Payments**

Select or enter the current date (depending on your security setting you may or may not have access to change the payment date. If you are not permitted to change the scheduled date the DTS approver will have access to change the payment date before approval.)

Select **Save**

You have successfully created a Non P.O. Voucher for the TAC payment to Citibank.