New Travel Advance Process
(PS 0309)

Disbursements & Travel Services

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October 2018
Agenda

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2. Objectives
3. Requirements, Eligibility and Settlement
4. Types of Travel Advances
5. How to Complete a CA in the T&E Module
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Agenda

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Objective

- This course is designed to review the Travel Advances section of the Financial Management Operational Guidelines (FMOG) and demonstrate how to manage the travel advance processes within the Travel and Expenses module.
Purpose

• The University of Texas (UTSA) at San Antonio may advance funds to minimize financial hardship for employees and traveling students.

• Travel must be for official UTSA business.

• Advance must be issued in accordance to IRS accountable plan rules.

• Other prepayment methods should first be pursued.
Authority

• Board of Regents’ Rules and Regulation (Rule 20801)

• Internal Revenue Service (IRC Rule 162 and various rules)
Requirements and Eligibility

• Approved Travel Authorization (TA) is required

• Issued to faculty, staff, and eligible student employees who travel infrequently

• Prospective employees and students are not eligible

• Domestic and foreign travel
Requirements and Eligibility (cont’d)

• CA (Cash Advance) in PS
  • TAR required for amounts greater than $10,000
  • Employee must certify in PS, cannot be delegated

• TAC (Travel Advance Card)

• All advance requests must be received by DTS no later than 10 business days prior to trip departure

• Note:

  *If the advance request exceeds $10K, a VP, Dean or Assoc/Asst VP or Dean must also sign the TAR*
Requirements and Eligibility (cont’d)

• Advances on Behalf of Students Traveling on Official UTSA Business
  • Referred to as Student Advance Responsible Party

• CA/TAR/TAC is authorized by the supervisor who will identify the employee with custodial responsibility of the funds while students are in travel status
Requirements and Eligibility (cont’d)

• Student Advance Responsible Party
  • Typically accompany the student travelers on trip, but not required
  • Requires a TA, if traveling with student(s)
  • Does not affect employees request for travel advance, if applicable
  • Responsible for the usage and reconciliation of monies disbursed
  • Explains requirements to students and assure funds are used for allowable travel cost

• Complete the electronic CA in PS or TAR (attach to Non-PO voucher if group travel) or TAC
  • Preferred method of payment is Travel Advance Card (TAC)
Requirements and Eligibility (cont’d)

- Settle the travel advance within 30 days after trip return date

- If travel is in progress and payment to Citibank is due
  - Create a Non-PO Voucher in PS
  - Attach a copy of the TAC statement
  - Submit for approval by the UTSA established due date
    - 20th of each month *(regardless if travel is complete)*

- TACs not settled by the due date will pay from the default Cost Center and are considered non-compliant
Requirements and Eligibility (cont’d)

• Most common types of group travel:
  • Study Abroad
  • Athletics
  • Research (e.g. Anthropology, etc.)
  • Student Activities (e.g. Civil Rights Tour, attend group conferences, etc.)
  • Group travel
Allowable Expenses

• Meals and Incidentals (M&IE)
• Lodging Expenses
• Registration
• Transportation
• Student Athletic Team / Group Travel
• Other expenses (excluding mileage)

• Note:

  See GSA (General Services Administration) website for per diem and lodging rates
  http://www.gsa.gov/portal/category/21287
Fund Groups to be Charged

- 3100, 3105 & 3115 - Designated Funds (for travel)
- 2100, 2110, 2115 & 2120 - State Appropriated General Funds
- 5100, 5200, 5300 & 5400 - Grants & Contracts: requires RSC approval
- 5500 & 5600 - Restricted Funds: no longer requires Accounting approval
Approvals/Certification

- Traveler must certify promissory note in PeopleSoft
- Student Advance Responsible Party must certify promissory note in PeopleSoft, if applicable
- Supervisor approval
- Advances in excess of $10K require a TAR (attach to PS)
- RSC approval (Grants & Contracts accounts)

*Note: advance requests will be returned if all required approvals have not been obtained.*
Cash Advance Settlement

• Returning excess travel advance funds to UTSA:
  • Complete the Deposit Transmittal Form and submit to Fiscal Services

  • Include a description of deposit (Advance ID number and name of traveler)
    • Ex. CA1234; John Doe

  • Include the SpeedChart, Cost Center, or Project ID

  • Include the Account:
    • Use account 11704 for all cash advance types

  • Attach a copy of the deposit receipt to the expense report settlement in PS
Settlement/Reimbursement

• Traveler/ Student Responsible Party has 30 days upon return from trip to settle all expenses associated with trip by submitting an Expense Report to include all reimbursable and non-reimbursable expense items in PS.

• DTS will approve the reimbursement within 10 business days from receiving a correct and complete Expense Report to include required attachments with supporting documentation.

• Note: Settlements for advances issued by Non PO Voucher will require a departmental reconciliation spreadsheet or TRS for reconciliation.
Settlement/Reimbursement

- DTS will contact departments if travel reimbursements or Expense Reports are past due 60 days upon last day of travel.

- Total cost of trip will become taxable to individuals if travel is past due $\geq 120$ days; reimbursements marked taxable will not be reversed.
Settlement/Reimbursement

- Travelers have the option to electronically certify Expense Reports in PeopleSoft or submit a signed TRS (Travel Reimbursement Settlement)
  - If an employee decides to delegate certification of approval, they must complete and submit the delegation of authority form to PSSC for processing
  - A delegated certification of approval requires a TRS form be completed, signed and attached to PS (if applicable)
Types of Travel Advances
Types of Travel Advances

- **Cash Advance (CA)**
  - Can be a direct deposit or check
  - CA is created by department in PS

- **Travel Advance Card (TAC)**
  - UTSA’s preferred default method of issuing travel advances
  - TAC form required
  - Submit form to DTS (email: disbursements.travel@utsa.edu)

- **Travel Advance Request (TAR)**
  - Form required if advance request is over $10K
  - CA is created by department in PS
  - Attach form to PS

- **Participant Advance (PA)**
  - PA form required
  - Non-PO voucher is created in PS by department
  - Attach form to PS
When should I create a Cash Advance and which module should I use?

- **CA requests** should be processed as a Cash Advance, through the Travel and Expenses module in PS, by the department (modified TAR is required if over $10K)

- **TAC requests** do not require an electronic document in PeopleSoft (PS)

- **Participant Advances** should be processed as a Non-PO Voucher, through the Accounts Payable module, by the department

- **Athletic/Group and Advances on Behalf of Students** (excludes TAC requests) should be processed as either an CA or a Non-PO Voucher by the department
Which Form Should I use?

- **Travel Advance Card (TAC)**
  - UTSA’s preferred default method of issuing travel advances
  - Benefit: Can be reloaded with funds on a per trip basis (domestic and international travel destinations).

- **Travel Advance Request (TAR)**
  - Used to issue travel advances to eligible employees and student employees whom prefer to use Direct Deposit as the travel payment method
  - Payment method is determined by payment method selected in employee’s HCM/Payroll profile

- **Participant Advance**
  - Used to request funds to pay research subjects, or other participants in an approved (sponsored) project
TAC Cards

• Embossed cards will be issued with name of traveler

• TAC is activated *only* for travel dates

• Traveler must not exceed approved amount

• Advance amounts will be rounded up to the next whole dollar
TAC Cards (cont’d)

• TAC cards may be requested up to 60 days before travel to pay for transportation, registration or lodging expenses

• Embossed TACs can be re-used and/or refreshed for future trips upon submission of a new TAC form

• Embossed TACs can be retained at the department level while not being used for travel

• If the TAC is for a one time trip, return to DTS
TAC Cards (cont’d)

- The department must reconcile advance by:
  - Creating a Non-PO Voucher to pay Citibank
  - Creating an Expense Report or Non-PO Voucher to reimburse individual or group travel, if applicable

- TAC cards will be settled and properly reconciled by the department. Departments may choose to process reimbursements to travelers/students for any remaining funds

- TAC cards may be picked up at DTS or Fiscal Services Main or DT Campus

- TAC cards may not be picked up by a proxy

- To cancel TAC, complete CMR form (Card Maintenance Form) and submit to PTCA (Procard Travel Card Administration) for processing

- Un-embossed cards do not require a CMR to cancel
Student Group and Athletics Team Travel

- Complete TAR/TAC for “Student Advance Responsible Party”

- Embossed TAC cards will be issued to students, if applicable

- Pick up cards at DTS or Fiscal Services (main or downtown campus) by Student Advance Responsible Party

- Attach approved student TA’s - if required
Reconciliation for TAC Cards

- Reconciliation will be completed by dept. to clear advance and should include:
  - Name of the employee or responsible party and Empl. ID
  - SpeedType to charge, account, and amounts
  - Total amount of reconciliation and voucher must match total amount of billing Citibank statement(s)

- TAC cards must be paid by the 20th of each month regardless of travel return dates. Citibank statements will be mailed directly to travelers/departments.
Reconciliation for TAC Card’s

• Department creates and electronically approves Non-PO Voucher to pay balances for issued TAC’s
  • Citibank Vendor ID: 0000011664
  • Location: UTSA3
  • Invoice number: 5567090001968440-9876543210 (last 10 of TAC)

• Department creator attaches supporting documentation for final approval
How to Complete a Cash Advance in the Travel and Expense (T&E) Module
Roles and Responsibilities

- **Creator**: Enters or creates CA, attaches documentation, and submits document for approval.

- **Traveler**: Faculty or Staff member who certifies CA (certifies promissory note as to reconcile and return remaining funds back to UTSA).

- **Supervisor (Approver)**: The direct supervisor of the travel in HCM. This would be the “reports to” individual in traveler’s profile. No additional budgetary authority will approve CA.

- **DTS Approval**: Final approval for processing of payment.
Workflow Action Buttons

• **REVIEWED**: Used only by the traveler to certify promissory note to reconcile and return excess of funds upon return of trip (30 days)

• **APPROVE**: Moves the document to the next workflow stage

• **SEND BACK**: Sends the document back to the Creator for corrections

• **TERMINATE**: Terminates the document; document will have to be re-entered

• **HOLD**:Suspends document from continuing the workflow

• **SAVE FOR LATER**: Allows creators to save the document without losing changes. The document will be in *pending status* until submitted into workflow
Workflow – Cash Advances

Cash Advance Created

Email Notification

Traveler/Employee certification
(No delegation allowed here because of possible payroll consequences)

Email Notification

Traveler’s Supervisor Approval

Email Notification

DTS Approval

Payment to Traveler

Cash Advance Deducted From Expense Report

Reimbursement

• If Advance exceeds Expense Report Total, then Traveler reimburses UTSA immediately.

• Form only attached if advance > $10,000
• Otherwise, no attachment
• Creator submits
Funding Source for Cash Advances

• Departments must first review funding source from employee profile before creating CA in PS as to eliminate re-work

• If corrections are required after a CA is created by department:
  • DTS will “terminate” initial CA if using incorrect funding source
  • Updating of funding source in employee profile will be required
    • Currently, DTS will update T&E employee profiles; however, this process is under review and will become the responsibility of the department to correct funding source in the future

• Creation of a second CA by department will be necessary to process payment
Travel and Expense Center Navigation

Navigation: Main Menu > Travel and Expenses > Travel and Expense Center
Travel and Expense Center

Select **Create** from the Travel & Expense Center Page
Create an Advance Request

1. Enter Description
2. Select Business Purpose
3. Enter Comment to add additional information
4. Enter the approved Travel Authorization number as the Reference (ex. 0000000079)
5. Attachments (e.g. TAR, copy of budget for group travel)
6. Select Payment as the Source
7. Enter Description
8. Enter Amount of 1st expense type
Create an Advance Request (cont’d)

9. + add lines; - delete lines (itemize expenses per expense type)

10. Select **Update Totals** to update the Advance Amount

11. Select **Save For Later** if not immediately submitting

12. Submit for approval when complete

13. Select **Return to Travel and Expense Center** to exit

Selecting **Save for Later** and/or **Submit** will auto generate the **Advance ID** number.
Access Methods to Certify/Approve a Cash Advance

• Creator submits CA into workflow
  • Employee and approver will receive an e-notification stating that the CA requires immediate action
  • E-notifications are PeopleSoft generated
  • The employee must certify CA in PS
• Access to certification can be done by either method:
  • Direct access link included in e-notification (recommended)
  • Use Worklist

Note: Both methods require individual logging into PS
Direct E-Notification Access (Recommended)

Direct Access Link included on E-notification;
Email sent from PeopleSoft

From: Elisabeth.Cuadros@utsa.edu [Elisabeth.Cuadros@utsa.edu]  
Sent: Wednesday, September 14, 2016 3:04 PM  
To: Elisabeth.Cuadros@utsa.edu  
Subject: Approval Request for cash advance for TEST for Cuadros, Elisabeth M.

A cash advance request has been submitted that requires your attention:

Employee ID: 6001018830  
Employee Name: Cuadros, Elisabeth M  
Submission Date: 2016-09-14  
Advance Description: TEST  
Advance ID: 0000004038  
Business Purpose: TRV-Fund Raising  
Reimbursement Amount: 20.00 USD

You can navigate directly to the page for more information by clicking the link below:

Worklist Access

- Click on **Worklist** (upper right hand corner of PS landing page)

- Identify transaction: **CAApproval** under **Link** column.
Traveler/Employee Certification

- Employee must review CA and then certify by clicking on REVIEWED button below
Traveler/Employee Certification: Promissory Note

I promise to make full repayment to the disbursing UT Institution immediately should the trip be canceled for any reason. After my return from this trip, I promise to provide all required documentation with my properly executed travel expense report for reimbursement within the allowable and reasonable time established by the disbursing UT Institution. Failure of the traveler receiving a cash advance for the purpose of travel to substantiate the travel expenses or to return the unspent portion of the cash advance within the reasonable and allowable time established by the disbursing UT Institution, will have the advance reported as income subject to applicable payroll withholding tax in accordance with IRS regulations (IRS Fringe Benefits Guide: https://www.irs.gov/uac/About-Publication-15B).

I certify that all estimated expenses included in this request are true and correct and for the benefit of the disbursing UT Institution or respective funding agency in connection with official UT business and not for personal use, in accordance with the disbursing UT Institution’s travel guidelines.
Traveler/Employee Certification (cont’d)

• Click **OK** on next screen
Supervisor Approval

• Supervisor Access to approve can be done by either:
  • Direct access link included in e-notification (recommended)
  • Use Worklist

Note: Both methods require individual logging into PS.
Supervisor Approval (cont’d)

• Once the employee has certified the CA, an e-notification will automatically generate stating that action is required from the next level of approval: **Supervisor**.

• A direct access link will be included on e-notification

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From: Elisabeth.Cuadros@utsa.edu [Elisabeth.Cuadros@utsa.edu]
Sent: Wednesday, September 14, 2016 3:13 PM
To: Compean, Nora - UTSA
Subject: Approval Request for cash advance for TEST for Cuadros, Elisabeth M.

A cash advance request has been submitted that requires your attention:

- Employee ID: 6001018830
- Employee Name: Cuadros, Elisabeth M
- Submission Date: 2016-09-14
- Advance Description: TEST
- Advance ID: 0000004038
- Business Purpose: TRV-Fund Raising
- Reimbursement Amount: 20.00 USD

You can navigate directly to the page for more information by clicking the link below:

https://zap-qa.shared.utsystem.edu/psp/ZAPQA/EMPLOYEE/ERP/c/APPROVE_EXPENSE_TRANSACTIONS.EX_ADV_APPR.GBL?
Page=TE_ADVANCE&Action=U&ADVANCE_ID=0000004038
Supervisor Approval (cont’d)

- Click on **Worklist** (upper right hand corner of PS landing page)

- Identify transaction: **CAAApproval** under **Link** column.
Supervisor Approval (cont’d)

- Supervisor must review CA and supporting documentation (if applicable) before approving CA (click on **APPROVE** button)
Supervisor Approval (cont’d)

- Click **OK** on next screen:
DTS Approval

• Once the Supervisor has approved CA, an e-notification will be sent to DTS for final approval

• DTS will review and approve CA no more than three days before first day of travel

• The traveler and the submitter will receive an e-notification from PeopleSoft, that the Cash Advance has been approved for payment
Creator Checklist

• Complete a TAC or TAR (if over $10k) and obtain all required signatures

• Check funding source in employee’s profile

• Create a Cash Advance in PeopleSoft

• Submit electronic CA or paper copy forms for TAC/TAR to DTS 10-business days prior to trip departure for processing

• Travel advances will generally be issued to the traveler at least three days before travel departure
Additional Resources

Disbursements and Travel Services (DTS) website: http://utsa.edu/financialaffairs/dts/

Related Courses offered by DTS:

• Business-Related Hospitality & Entertainment (AM553)
  • New Travel Advance Process (PS209)
  • New Travel Reimbursement Process (PS0310)
  • Processing of Non P.O. Voucher (PS 203.04)
References

• Financial Management Operational Guidelines (FMOG)

• General Appropriations Act

• IRS Taxable Fringe Benefit Guide for Federal, State and Local Governments

• Internal Revenue Service, IRC sections 62(a)(2) and 62(c)

• Texas Administrative Code Title 34 – Public Finance, Part 1 Chapter 5, Subchapter C, Rule §5.22 State of Texas Travel Guidance

• Texas Government Code Section 660.003 Travel Expenses
References (cont’d)

- UT System Board of Regents’ *Rules and Regulations* Rule 20801 - Travel

- UTSA Handbook of Operating Procedures (HOP) – 5.18 Travel or Events that Involve Students and Other Non-Employee Participants

- Travel Advance Guideline

- U.S. General Services Administration (GSA) Per Diem Rates

- UTSA Handbook of Operating Procedures (HOP) – 5.18 Travel or Events that Involve Students and Other Non-Employee Participants
Questions
Thank You!