Working with Travel Advances

Who is eligible for a Travel Advance?

Travel Advances are primarily intended for Group Travel. Please see the University’s Financial Policy for more information.

Travel Advance Policy

How do I get approved for a Travel Advance?

The form below will need to be sent to Accounts Payable so that in Concur, the user can be set up to be able to request advances in Concur.

Travel Advance Request Form

Once the user is permitted to request advances, an advance request can be submitted in Concur. The request should be completed to include all estimated travel expenses, and then the request can be for that amount or anything less than that amount.

Travel Advance Process

1. Once the request including an advance is approved by the Direct Manager, it flows to a Concur queue that the Accounts Payable Office monitors.

2. When the advance is approved, processed and issued by the Accounts Payable Office, it is important to know that the sponsoring department is not expensed at that time. The expense is not incurred until the completion of the final expense report in Concur.

3. Upon returning from the trip, an expense report in Concur will need to be completed.

4. When referencing the Travel Request, Concur will first try to close the advance and expense the department.
## Working with Travel Advances: Scenarios

### Scenario 1:
1. An advance is requested
2. The expense report equals the amount of the travel advance
3. A debit invoice to the user is created, debiting departmental expense
4. A credit invoice to the user is created, crediting the cash advance account
5. During the next payment run, the debit/credit are cleared, which results in no payment to the Concur user and a closed Travel Advance.

### Scenario 2:
1. An advance is requested
2. The expense report is greater than the advance amount requested
3. A debit invoice to the user is created, debiting departmental expense
4. A credit invoice to the user is created, crediting the cash advance account
5. During the next payment run, the debit/credit are cleared, which results in a payment to the Concur user and a closed Travel Advance.

### Scenario 3:
1. An advance is requested
2. The expense report is less than the advance amount requested
3. The Concur user will select "Cash Advance Return" in Concur indicating the amount of the cash being returned to UC.
4. A cash deposit will have to be completed by the sponsoring department, and will need to be coordinated with the Accounts Payable so that the correct account string is credited.
5. A debit invoice to the user is created, debiting departmental expense
6. A credit invoice to the user is created, crediting the cash advance account
7. During the next payment run, the debit / credit are cleared, which results in no payment to the user and a cleared Travel Advance assuming that the deposit of returned funds has been made (Accounts Payable will be monitoring this).

### Scenario 4:
1. An advance is requested
2. The expense report is just shy of the request due to a currency conversion issue
3. The Concur user will code the difference in Concur using the expense type “currency gain/loss” (the sponsoring department will absorb this cost)
4. A debit invoice to the user is created debiting departmental expense
5. A credit invoice to the user is created crediting the cash advance account
6. During the next payment run the debit / credit are cleared which results in no payment to the Concur user and a closed Travel Advance.