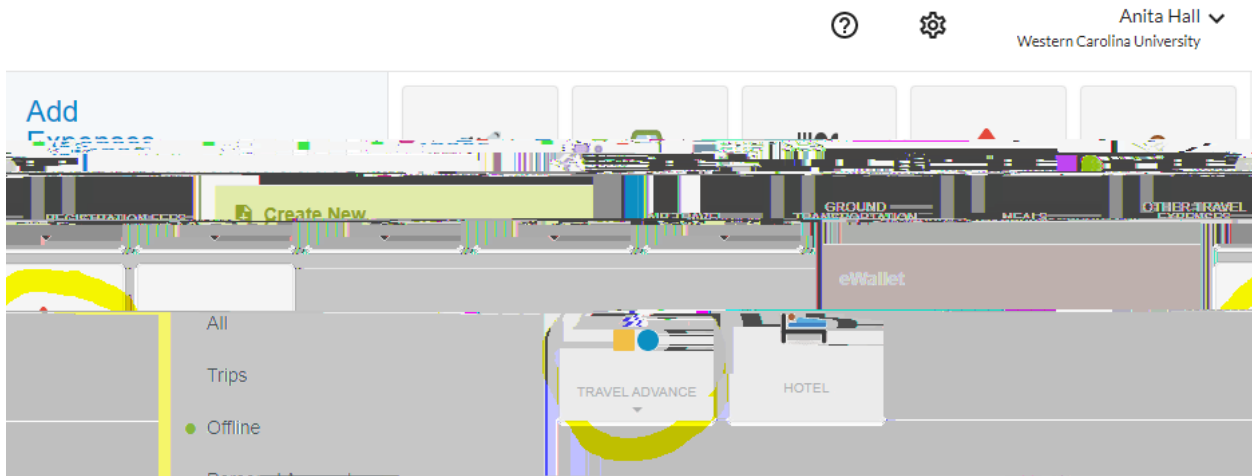


## Travel Advance and Travel Advance Return

Make sure you have permission to travel prior to doing a Travel Advance by completing a Pre-Approval or a Blanket Travel Form (only used for repetitive trips).

Create an Expense report in Chrome River and select the Travel Advance tile.

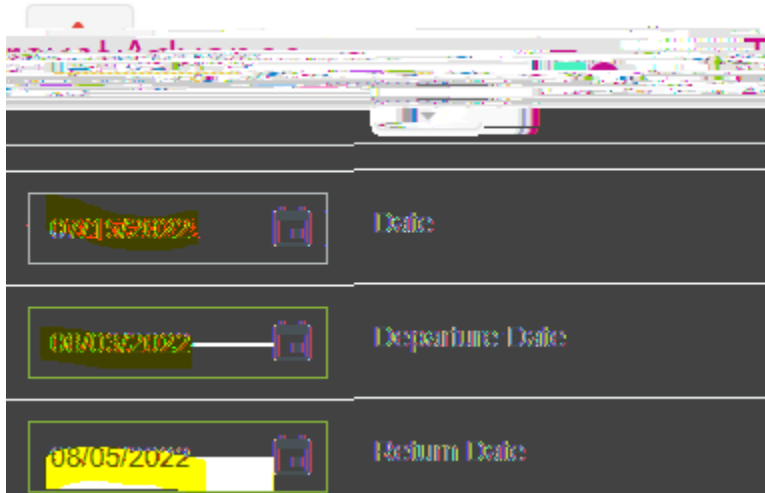


Select Travel Advance inside the gray box. Note: Travel Advances must be on a separate expense report from other travel.



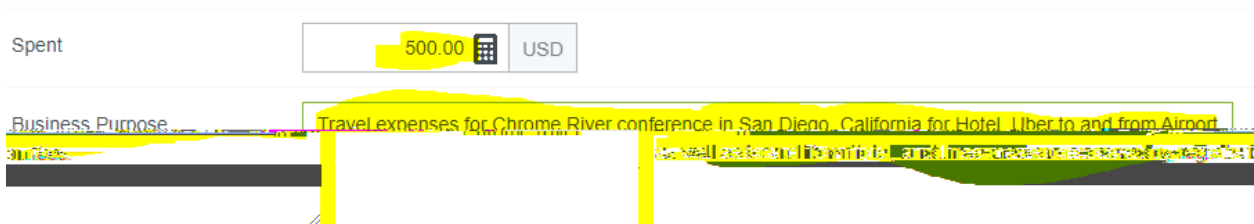
Leave the Date field as it appears. Key in your Departure Date and Return Date.

Note: Travel Advances must be to the Travel Auditor for approval at least 14 days prior to trip in order to process the request. My suggestion is do it three weeks prior to travel to avoid any issues like someone in the approval line may be on vacation.



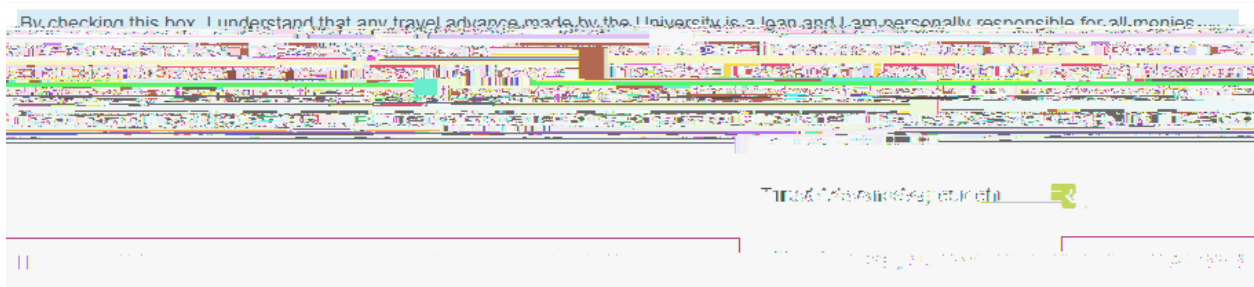
A screenshot of a form with three rows of input fields. The first row has a date field with the value '08/05/2022' and a label 'Date'. The second row has a date field with the value '08/05/2022' and a label 'Departure Date'. The third row has a date field with the value '08/05/2022' and a label 'Return Date'. Each field has a calendar icon to its right.

In the Spent field, key in the amount being requested and key in the purpose of the request.



A screenshot of a form. The 'Spent' field contains the amount '500.00' and the currency 'USD'. The 'Business Purpose' field contains the text 'Travel expenses for Chrome River conference in San Diego, California for Hotel, Uber to and from Airport, and meals and drinks'. The text in the Business Purpose field is highlighted in yellow.

By checking the Travel Advance Agreement, you understand that this money is owed back to the university within 14 days after your trip and if not done within 30 days, it can be payroll deducted which would be taxable income on your next salary check. Then type your name in the box if it is your request. If you are an Admin keying it in for someone else, key in their name because the traveler has to approve it as well.

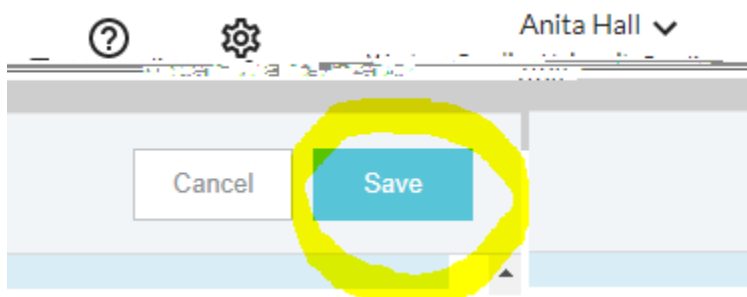


A screenshot of a form. At the top, there is a checkbox with the text 'By checking this box, I understand that any travel advance made by the University is a loan and I am personally responsible for all monies...'. Below this, there is a field for 'Traveler Name' with the value 'John Doe' and a search icon to its right.

Key in the Allocation (Fund) where the request would be paid from (typically a department fund). Then attach any documentation, if any, that your supervisor requires.



Click Save in the upper right-hand corner.



On the left-

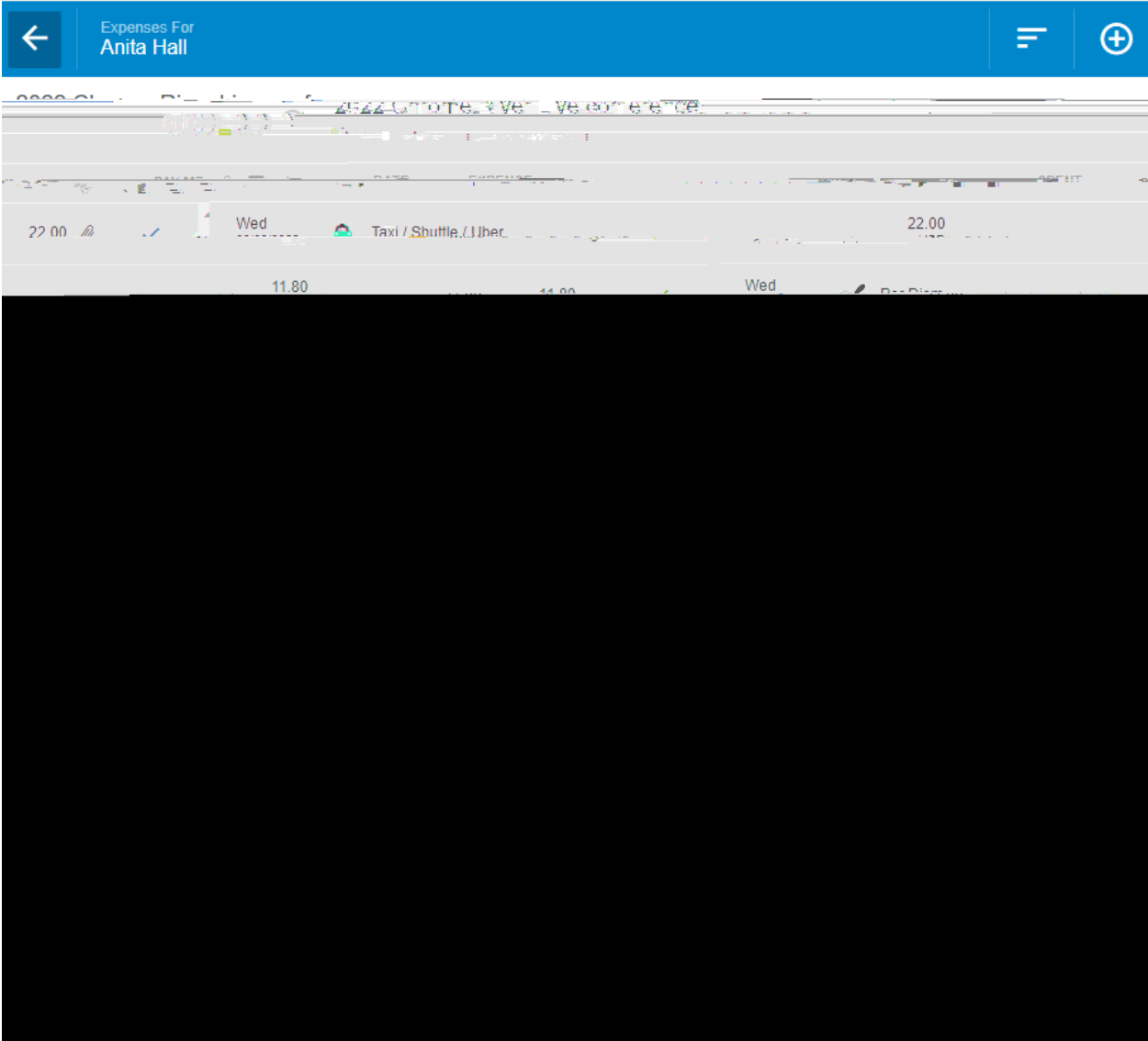
On the dashboard, it will show the amount of the Travel Advance. This would show 500.00 if this request had been processed instead of 0.00.

Special Notes:

- 1) Only one Travel Advance at a time can be issued at a time.
- 2)

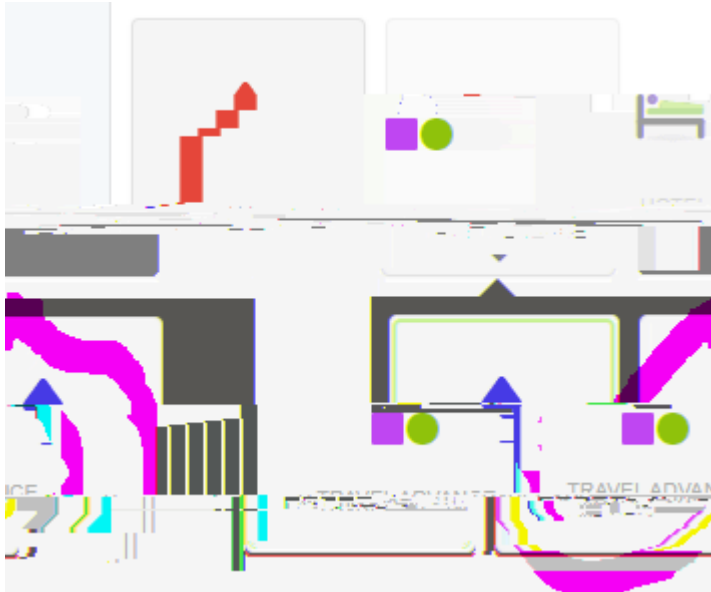
# Clearing Out a Travel Advance Once Trip is Completed

Create a new expense report in Chrome River and key in all travel related expenses and attach receipts for each line item. In this example, I received a \$500 Travel Advance but notice I only have \$495.10 worth of expenses. A difference of \$4.90.



To clear out this travel advance for \$500, select the Travel Advance Tile and then the Travel Advance Return tile.

Note if Total Pay Me Amount is more than initial Travel Advance then no need to select the Travel Advance Return tile since there are enough expenses to cover the advance.



Just leave the Date field with today's date and key in the Departure Date and Return Date fields

08/05/2022	Date
08/05/2022	Departure Date
08/05/2022	Return Date

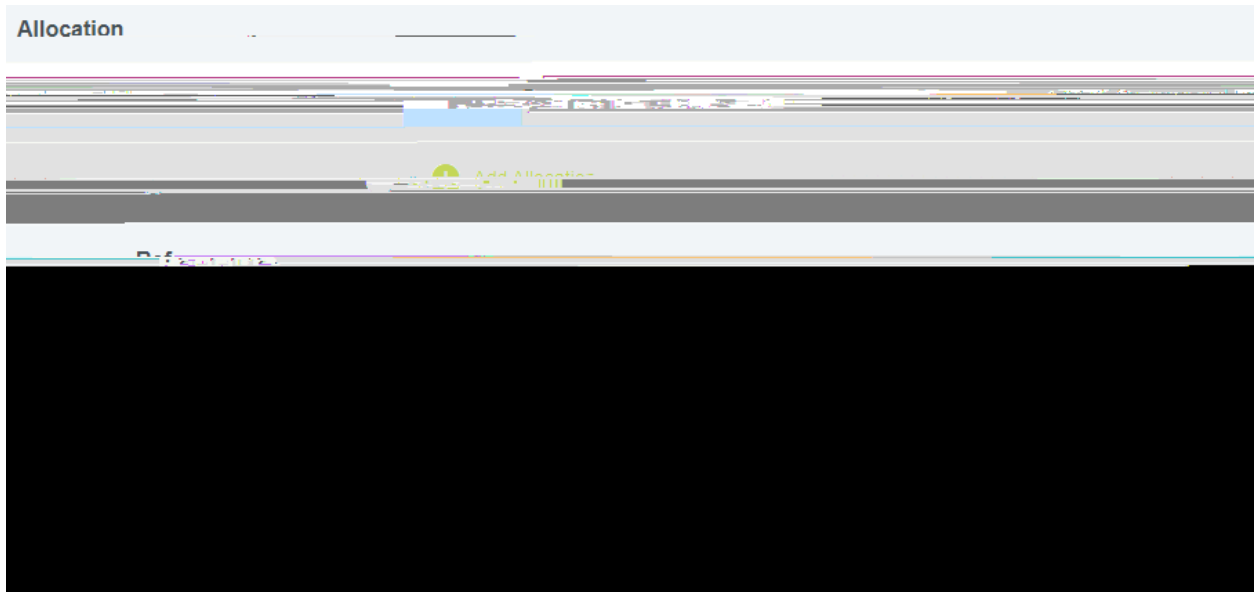
In the Spent field key in the difference between the Travel Advance amount received and the Total Pay Me Amount ( $\$500.00 - \$495.10 = \$4.90$ ). Key this in as a positive number.

Spent	4.90 USD
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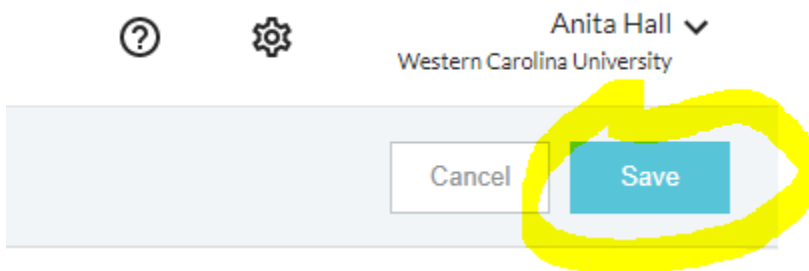
Key in the Business Purpose, for example:



Key in the Allocation Number used when requesting the Travel Advance. Note: no attachments are required for this tile.

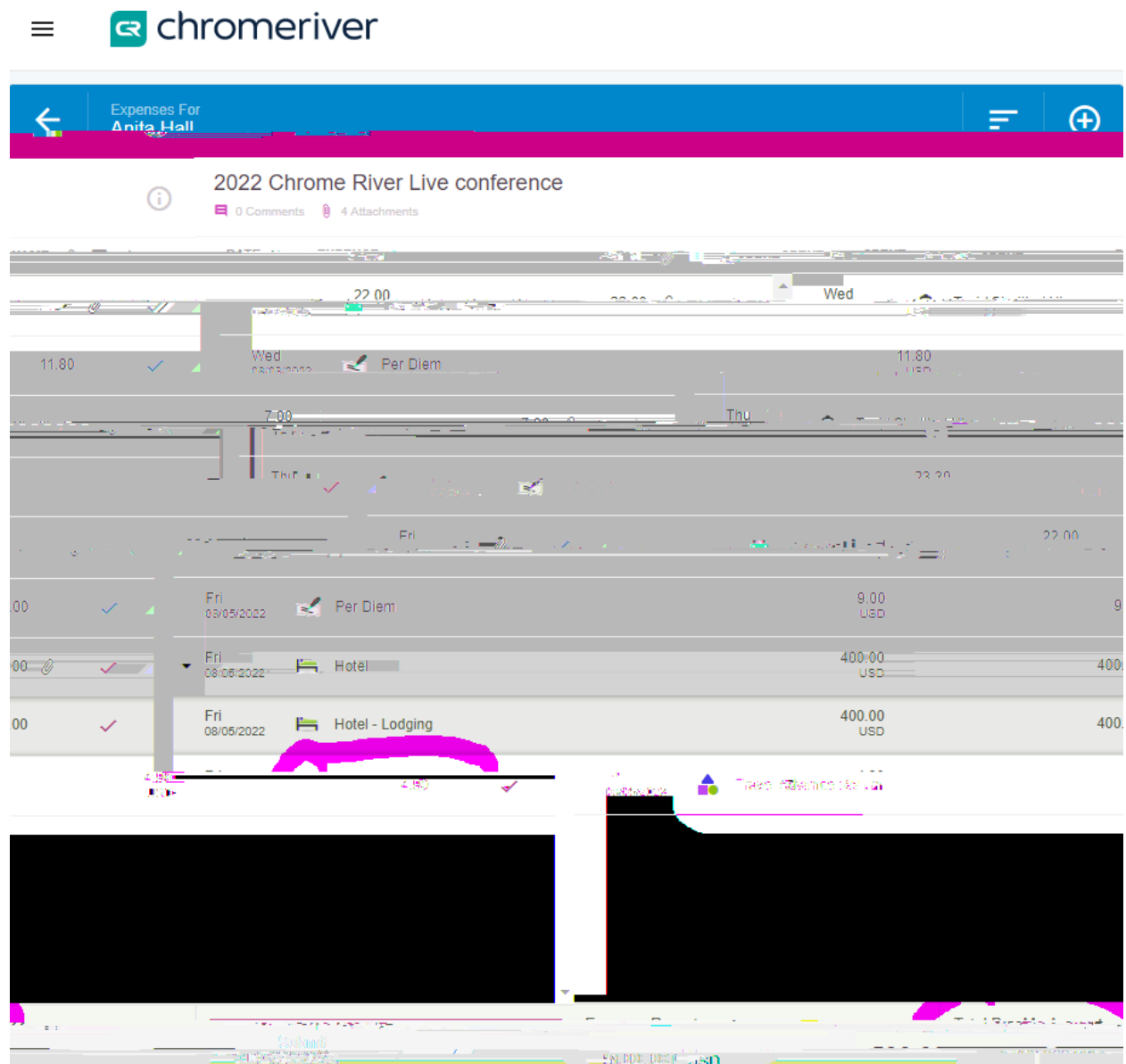


Then click Save.





Notice on the left-hand side of the screen it shows the Travel Advance Return amount and the Total Pay Me Amount equals the Travel Advance.



If the Travel Advance Return tile has been used, the Travel Auditor will not approve this expense report until the traveler brings back the \$4.90. Anything less than \$200 can be returned in cash form. Any amount equal to or greater than \$200 can be returned with a check. Once money has been returned this clears out the Travel Advance and now any other reports keyed in may be submitted, if any.

Special Notes: If the Travel Advance had only been for \$400 in this scenario, the Travel Advance Return tile would not be needed and a check for \$95.10 would have been returned to traveler

(\$495.10 – travel advance of \$400.00 = \$95.10). This would have also cleared out the Travel Advance.

If cash advance was for \$495.10 then traveler submits expense report as is and traveler owes nothing to WCU and WCU owes nothing to traveler.

If assistance is needed in any of the processes above, please email the travel office at [chromeriver@email.wcu.edu](mailto:chromeriver@email.wcu.edu).