

## Procedure for AMBC Travel Advances-Unit Processes

- Traveler or unit travel administrator will initiate travel advance for traveler in the OSCAR navigation panel using the Travel link. This function requires a login. Forward completed form with all authorizations to the AMBC Travel Advance Administrator. **The form must be submitted to the business center at least ten days prior to the date the advance is needed.**
- Business center verifies approvals, verifies that the traveler is eligible, and calculates the advance at 75% of the requested amount.
- If approved, the business center will enter the advance into Banner and then notify the traveler, the departmental travel administrator, and the business center travel certifier that approval was granted. **Settlement is due 45 days after the completion of the trip.**
- If a check is requested, the business center will notify the traveler that it is ready to be picked up in the business center. The traveler must sign the travel advance form showing receipt of the check. ACH is encouraged.
- After completion of travel, traveler submits reimbursement request to departmental travel administrator.
- If a reimbursement is coming to the traveler, the departmental travel administrator will enter the reimbursement into TRES and enter the amount of the travel advance as a negative amount in the accounting field. This form will be forwarded to the BC certifier in TRES along with scanned copies of the backup, receipts, and the original travel advance request form.
- If the traveler's reimbursement was less than the amount of the travel advance, the departmental travel administrator will enter a "T" doc in TRES, filling it out as they would a regular travel reimbursement and showing the amount owed (See below). They will forward this signed form, along with a check made out to OSU, to the business center travel advance administrator. Once the form has been printed, it can be deleted from TRES.
- Please contact the Business Center travel advance administrator if you have any questions about completing the travel forms.

						<b>Sub-Total</b>	\$4160.50
						<b>TRAVEL GRAND TOTAL</b>	\$4160.50
<b>Index</b>	<b>Fund</b>	<b>Oran</b>	<b>Acct</b>	<b>Prog</b>	<b>Acty</b>	<b>Total</b>	
QBA031	001100	410010	39415	61000		4160.50	
	001167		A3151			-4160.50	
						<b>Total Billed</b>	\$0.00

I certify that the expenses itemized above have been incurred in the performance of my official duties, and that the charges therefore are just and that no part thereof has been heretofore paid.

**Claimant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

I certify that the expenses itemized above have been reviewed by me and are accurate, allowable and appropriate. It is

Please review the OSU Fiscal Policy Manual on travel advances before proceeding. It can be found at:

<http://oregonstate.edu/fa/manuals/tra/203>

For any questions please contact your unit's business center contact found at:

<http://oregonstate.edu/fa/bc/ambc/directory>