

Travel Advance Request and Settle Process

1. Complete the Travel Authorization Request (TAR) and Travel Advance:

This is the initial step and should be completed using Concur.

2. Ensure sufficient notice:

At least 10 days' notice is required for domestic travel, and 30 days for international travel.

3. Include all necessary information:

The TAR requires details such as the campus and department codes, account number, business purpose, and estimated expenses.

5. Await approval:

Once the TAR is fully approved, the traveler will receive a Travel ID number, which can be used for booking travel and requesting reimbursement.

6. Direct deposit:

Travel advances are typically direct deposited to the traveler's bank account about 7 days before the trip.

7. Settlement of Travel Advance:

Within 10 business days of returning from the trip, the traveler must submit a Travel Expense Report (TER) and all original receipts to their department

8. Receipts are required:

Itemized receipts are required for airfare, lodging, rental car, and other transportation expenses.

- **Conference:** Provide the conference brochure showing any designated lodging, meals included in the conference fee and the opening and closing days of the conference. This is required for conference fees, designated lodging and meal reimbursements. Meals provided by conferences will not be reimbursed and must be deducted.
- **Mileage to/from the airport:** This should include round trip odometer readings from the employee's primary duty post to the airport.
- **Airfare:** The original passenger receipt. Provide an explanation if you will be flying other than economy/coach. The confirmation receipt must indicate the passenger's name, itinerary, and that the tickets have been paid for.
- **Car Rental:** The original itemized receipt from the car rental agency. Provide an explanation for upgrades, additional drivers or any other miscellaneous charges.
- **Lodging:** The original itemized statement with the lodging venue name, address and phone number, the dates of lodging, daily room charges or single room rates if more than one person is occupying the room. Business phone charges may be claimed as a miscellaneous expense if documented by receipt.
 - Employees may be reimbursed for rental accommodations such as Airbnb and Vrbo if economical and a cost savings to the institution. Travelers using these services qualify for lodging and meal reimbursement, not to exceed the published

state limits. While there is no central administration requirement to provide a comparison or justification for these expenses, departmental business units are encouraged to consider requesting from the traveler, when/if appropriate.

- Additional consideration should be placed on the safety of the employee with respect to well-lit facilities, surroundings, public activity, and in some cases hotel security when booking lodging.

9. Settle your Travel Advance: If the Travel Advance exceeded the reported expenses, the traveler must reimburse the University for the difference. Travel Advances are considered liens against wages and *must be settled within 10 business days after the completion of travel*. Checks should be made out to The University of Arizona and deposited at the Bursar's Office after initiating a Cash Receipt document in UAccess Financials. The Cash Receipt number must be referenced on the Travel Expense Report. Do not send checks or cash to Finance & Budget through the mail. Employees may also elect to repay the University via a payroll deduction. Business offices must obtain a written statement from the employee (email preferred) stating the amount owed and the preferred number of payroll deductions (up to four). Attach this statement to the Disbursement Voucher or Distribution of Income and Expense.

10. Tax implications:

Reimbursements exceeding 90 days or lacking itemized receipts may be considered taxable income.

Cash Receipt and Deposit

Access UAccess Financials: Log in to UAccess Financials using your University NetID and password.

Create a Cash Receipt (CR) document: The purpose of the Cash Receipt document is to record the cash and checks received by your department and create the appropriate accounting entries in UAccess Financials.

Include the appropriate account and object code: Ensure the Cash Receipt is associated with the correct UAccess Financials account number and object code for the funds received.

Reference the invoice number (if applicable): Include the Edoc number of Travel Reimbursement in the description field of the Cash Receipt.

Attach a copy of the TER (if applicable): Add a copy of the TER and all backup receipts to the Cash Receipt document in UAccess Financials.

Forward the payment to the Bursar's Office: After creating the Cash Receipt in UAccess Financials, you must forward the physical payment (cash or check) to the Bursar's Office for deposit along with the Cash Receipt. Record the CR number on each check and stamp check with endorsement stamp (See Christy or Pam in the Business Office for Stamp). This involves hand-delivering deposits to the Bursar's Office in the University Services Building, Room 106, [according to the Bursar's Office](#).

Ensure the Cash Receipt number accompanies the payment: When bringing the payment (Check) to the Bursar's Office, the UAccess Financials Cash Receipt number must be included on each check or the adding machine tape accompanying the deposit.

Bursar's Office will stamp the Cash Receipt form once deposit is completed. Scan this stamped CR and attach it to the Cash Receipt Edoc

Travel advances are considered liens against wages and must be settled within 10 business days after the completion of travel. Failure to clear advances on a timely basis by submitting a Travel Expense Report with the appropriate receipts and a Distribution of Income and Expense (DI) may result in loss of future advance privileges and deductions from any payments due the individual (for example, reimbursements, scholarships or salary/wages).

Submit a Distribution of Income and Expense to settle the advance: Visit this tutorial site

<https://finance.arizona.edu/tax-services/az-sales-use/correct-pcdo/di1>

Important notes

- **Claiming electronic payments:** If payments are received via ACH or wire transfers, the department is responsible for claiming those payments in UAccess Financials using the Electronic Payment Claim function accessible from the Home screen under Accounting.
- **Policy 8.10 Cash Receiving:** All policies and procedures related to receiving and depositing funds on behalf of the University are covered in Policy 8.10.
- **Cash Handling Training:** University employees performing any part of the cashiering function (receiving, receipting, depositing, and reconciling funds) are required to complete Cash Handling and Receiving training every two years. This training can be registered for through EDGE Learning.

[Training & Tutorials | Finance & Budget](#)

If you have further questions or require assistance with the Cash Receipt process, please contact Christy Bustillos:

cbustillos@arizona.edu

(520) 621-9578

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