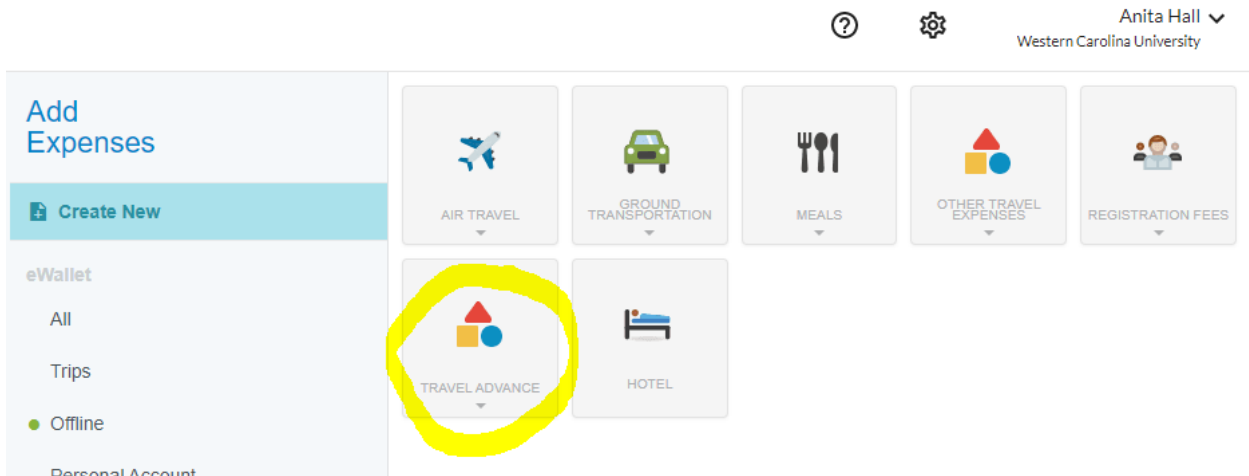


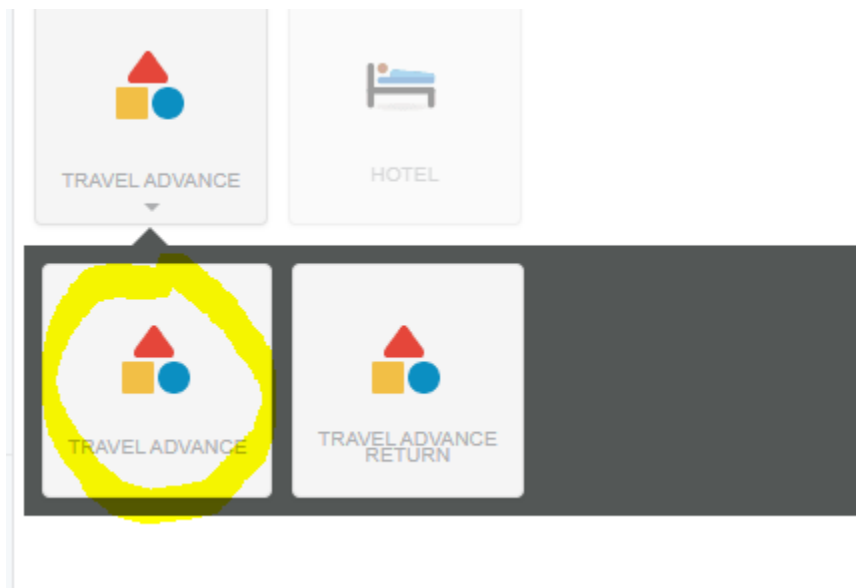
## Travel Advance and Travel Advance Return

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.



## Travel Advance

Date	07/15/2022	
Departure Date	08/03/2022	
Return Date	08/05/2022	

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

Spent	500.00		USD
Business Purpose	Travel expenses for Chrome River conference in San Diego, California for Hotel, Uber to and from Airport as well as to and from hotel, and three meals not covered by registration fees.		

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.

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 advanced to me. If a travel advance is obtained and the trip for which the advance is made is not taken, I agree to repay the advance immediately. I understand that I have up to fourteen days (14) following completion of the trip to repay an advance. In the event, I fail to repay the amount of the advance within thirty days (30), I agree that the University may notify the Payroll Office to deduct the amount of this advance from the next salary check due to me. By typing my name in the box below, I acknowledge that I have read the above carefully and agree to its terms and conditions

Travel Advance Agreement	<input checked="" type="checkbox"/>
Signature	Anita Hall

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.

**Allocation**

170505 Systems and Procedures FUND

+ Add Allocation

**References**

Travel Advances  
Travel Manual

**Attachments (0)**

Drag image here to upload

Add Attachments

Click Save in the upper right-hand corner.

? ⚙ Anita Hall  
Western Carolina University

Cancel Save

On the left-hand side of the screen click Submit.

DATE	EXPENSE	SPENT	PAY ME
Fri 07/15/2022	Travel Advance	500.00 USD	500.00 ✓

Expense Report 010052870155      Total Pay Me Amount **500.00** USD      **Submit**

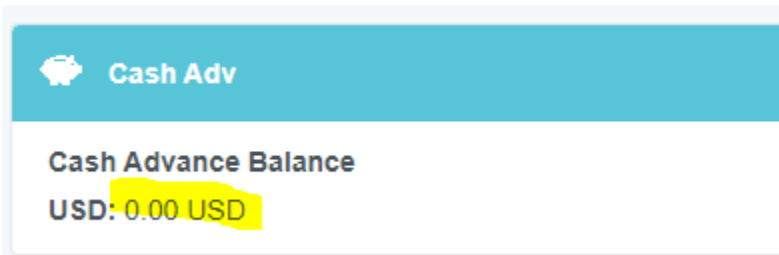
You do not need to attach the Pre-Approval to the Travel Advance; it will be attached to the expense report upon returning. Select Submit.

Submit Confirmation

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

PDF      Cancel      Pre-Approval      **Submit**

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) The next report submitted is to clear out the travel advance
- 3) If travel not related to travel advance is taken it can be keyed into Chrome River just not submitted until Cash Advance is zero on the dashboard.
- 4) If you are signed up for direct deposit, then funds will be deposited to the account given on the form. If no direct deposit, the check will be mailed.
- 5) Checks for students or nonemployees cannot be sent to campus departments for internal control issues since students or nonemployees do not have access to Chrome River.

## 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.

Expenses For Anita Hall

### 2022 Chrome River Live conference

0 Comments 4 Attachments

DATE	EXPENSE	SPENT	PAY ME
Wed 08/03/2022	Taxi / Shuttle / Uber	22.00 USD	22.00
Wed 08/03/2022	Per Diem	11.80 USD	11.80
Thu 08/04/2022	Taxi / Shuttle / Uber	7.00 USD	7.00
Thu 08/04/2022	Per Diem	23.30 USD	23.30
Fri 08/05/2022	Taxi / Shuttle / Uber	22.00 USD	22.00
Fri 08/05/2022	Per Diem	9.00 USD	9.00
Fri 08/05/2022	Hotel	400.00 USD	400.00
Fri 08/05/2022	Hotel - Lodging	400.00 USD	400.00

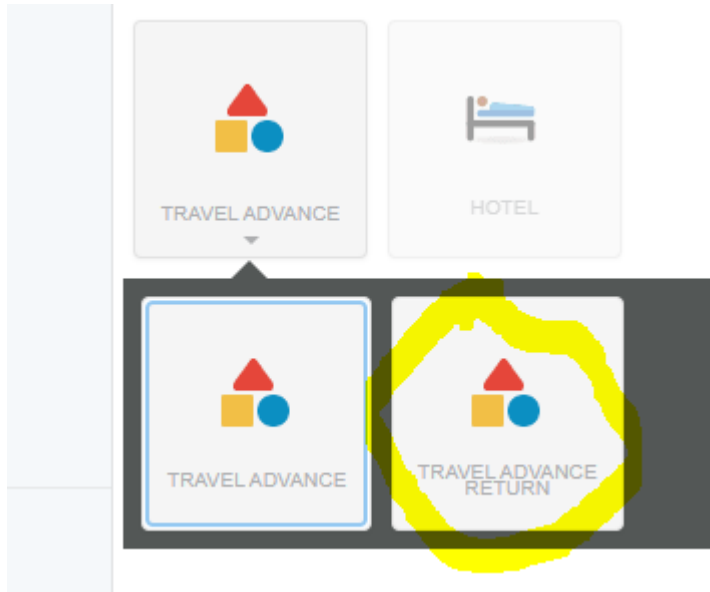
Expense Report 010052884687

Total Pay Me Amount **495.10** USD





Submit

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

	<b>Travel Advance Return</b>
Date	<input type="text" value="08/05/2022"/> 
Departure Date	<input type="text" value="08/03/2022"/> 
Return Date	<input type="text" value="08/05/2022"/> 

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	<input type="text" value="4.90"/>  <input type="text" value="USD"/>
-------	--

Key in the Business Purpose, for example:

Business Purpose	Money received from Travel Advance that was not used.
------------------	---

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



**Allocation**


170505 Systems and Procedures FUND
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+ Add Allocation




**References**

[Travel Advances](#)  
[Travel Manual](#)

**Attachments (0)**  

Drag image here to upload Add Attachments 

Then click Save.

  Anita Hall   
Western Carolina University

Cancel 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.

Expenses For Anita Hall

2022 Chrome River Live conference

0 Comments 4 Attachments

DATE	EXPENSE	SPENT	PAY ME
Wed 08/03/2022	Taxi / Shuttle / Uber	22.00 USD	22.00
Wed 08/03/2022	Per Diem	11.80 USD	11.80
Thu 08/04/2022	Taxi / Shuttle / Uber	7.00 USD	7.00
Thu 08/04/2022	Per Diem	23.30 USD	23.30
Fri 08/05/2022	Taxi / Shuttle / Uber	22.00 USD	22.00
Fri 08/05/2022	Per Diem	9.00 USD	9.00
Fri 08/05/2022	Hotel	400.00 USD	400.00
Fri 08/05/2022	Hotel - Lodging	400.00 USD	400.00
Fri 08/05/2022	Travel Advance Return	4.90 USD	4.90

Expense Report 010052884687

Total Pay Me Amount **500.00 USD**

Submit

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).