

**Controller's Office – Accounts Payable
Procedure**

TRAVEL ADVANCES – REQUESTS AND SETTLEMENTS

Payment Type: Travel Advances - Requests and Settlements

Travel Advances are payment types that are issued to advance funds for individual for faculty, staff or students travel that is related to their every day job functions or the educational programs they are enrolled in at the University.

Only 70% of total estimated expenses of hotel/lodging and meals of a trip can be advanced. Employee advances that exceed \$3,000 require pre-authorization from the Travel Office.

Cash advances are separate from the Travel Advances and are not included with this procedure.

I. Travel Advance Expense Report – Employee

Each individual requesting a travel advance (only one advance per employee at a time) must be submitted separately via the Travel and Expense module in PeopleSoft and attaching a request for [Travel Advance Payment Form](#). All information and justification to support the Travel Advance payment must be included with this form and be scanned and attached to the request before submitting via workflow within PeopleSoft. Because of the availability of the USC Individual Liability Corporate Card, travel advances for Columbia campus employees will not be made except under extenuating circumstances. A written request must be submitted to and approved by the University Controller. Under no circumstances will an advance be made to the holder of a USC Individual Liability Corporate Card.

An approved Travel Authorization must be on file before an advance can be requested. The navigation for a Travel Authorization is:

Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify

Select an Employee ID using the Look Up button and click the Add button to get started.

The navigation for a travel advance through the Travel and Expense module is:

Main Menu > Employee Self-Service > Travel and Expenses > USC Travel Advances > Create/Modify

Select an Employee ID using the Look Up button and click the Add button to get started.

The Account Code associated with a Travel Advance is 10206.

II. Travel Advance Settlements - Expense Report - Employee

Within seven (7) business days of returning from travel, the traveler must complete and submit an Expense Report along with all required documentation to include all receipts in the Travel and Expense module. The navigation for an Expense Report is:

Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

Any unused funds must be deposited at the Bursar's Office and provide the Travel Office with the cash receipt of deposit as a part of the settlement.

Should an individual not settle their advance, the Controller's Office reserves the right to have the amount deducted from their next payroll check/deposit(s).

The Controller's Office reserves the right to request additional information as needed in order to settle the advances.

An ACH will be issued for any amount due after the settlement clears.

III. Travel Advance Supplier Set Up - Student

Each student requesting a Travel Advance must be set up as a supplier in the Supplier File in advance of the payment. Supplier Search is accessed in PeopleSoft via the following:

Main Menu > Suppliers > Supplier Information > Add/Update > Supplier

Use the "Find an Existing Value" tab to search for the supplier name.

If your Supplier is not found then it must be set up in the Supplier File prior to accessing Payment Request. This can be handled by submitting a Cash Custodian Supplier Form. The Cash Custodian Supplier Form can be sent via email to APSupplr@mailbox.sc.edu or be sent via fax to 803-777-9586.

Suppliers will be set up as received, so please check the Supplier File 1-3 business days after submission.

IV. **Travel Advance Payment Request - Student**

Each individual requesting a travel advance (only one advance per Travel Authorization) must be submitted separately via a Payment Request in PeopleSoft using the Request for [Travel Advance Payment Form](#). All information and justification to support the Travel Advance payment to include a copy of the approved Travel Authorization (TA) must be included with this form and be scanned and attached to the Payment Request before submitting via workflow within PeopleSoft. **The Account Code associated with a Travel Advance is 10206.**

Payment Request is accessed in PeopleSoft via the following:

Main Menu > Employee Self-Service > Payment Request Center

V. **Travel Advance Settlements Payment Request - Student**

Within seven (7) business days of returning from travel, the traveler must complete and submit a Travel Reimbursement Voucher along with all required documentation to include all receipts to the following address:

USC Controller's Office Travel Department
1600 Hampton Street, Suite 613
Columbia, South Carolina 29208

The Travel Reimbursement Voucher (TRV) should include a copy of the original Travel Advance and you must indicate on the TRV (Advance Y/N) that this reimbursement is related to an advance.

Should an individual not settle their advance, the Controller's Office reserves the right to have the amount owed placed on the student's account with the Bursar's Office.

The Controller's Office reserves the right to request additional information as needed in order to settle the advances.

A check will be issued for any amount due after the settlement clears.

INSTRUCTIONS FOR COMPLETING THE TRAVEL ADVANCE SETTLEMENT FORM

1. The PDF fillable form can be found on the university website. Go to [Faculty & Staff, University Divisions, Administration and Finance, Controller's Office, General Accounting, Procedures and Forms, Travel Advance](#).
2. Complete the following fields:
 - a. **Date:** date of settlement submission
 - b. **Travel Advance Custodian:** Name of person to whom the travel advance check was written
 - c. **Date of Original Advance**
 - d. **Voucher# of Original Advance**
 - e. **Original Chartfields:** Note—the Account Code will be the travel advance code (**10206**). These chartfields should **always** be the original PeopleSoft chartfields from the Travel Authorization.
 - f. **Amount of Original Travel Advance**
 - g. **Part 1: Summary of Receipts:** Please Note—the Account Codes listed in this section are the **expense** account codes listed on the Travel Authorization form. These chartfields should **always** be the original chartfields from the Travel Authorization.
 - h. **Total Receipts**
 - i. **Part II: Summary of Deposits:** If there are funds remaining, a deposit should be made at the Bursar's Office. The deposit transmittal should be submitted through PeopleSoft. A printed copy of the transmittal should be taken with the deposit to the Bursar's Office.
 - j. **Part III: Additional Payment Due:** If funds were used above the travel advance amount, please list the amount due back to the custodian.
 - k. **Part V:** Please sign and date the form.
 - l. **Mail:** Travel Reimbursement Voucher, travel advance settlement form, deposit receipt and all required receipts to: USC Controller's Office, Travel Department, 1600 Hampton Street, Suite 613, Columbia, SC 29208
3. Please submit any questions or concerns regarding travel advance settlements to the cash advance mailbox, cashadvc@mailbox.sc.edu. Your questions will be answered as quickly as possible.