

**Instructions for Travel Advance (GLA 105) Verification
Attachment J**

Purpose	To certify to DOA that the balances for GLA 105 have been reconciled per the agency's internal records to the balances in CARS.
Applicable Agencies	All agencies that have GLA 105 displayed on the June 30, 2007, ACTR0402 B1, even those with a zero balance, are required to complete and submit the attachment.
Due Date	Must be RECEIVED at DOA by 5:00 p.m. on Friday, August 31, 2007 .
Form Instructions	Be sure to complete the agency code and contact information on Part A of the workbook and all applicable shaded areas on all worksheets. Please note that each of the attachment pages are on individual worksheets in the workbook. Using the "Tab" key will allow easy navigation between all required fields.
Procedures	<p>Part A: Certify the balance of GLA 105 per the agency's internal records agrees with the CARS final close balance for the fiscal year ended June 30, 2007, on report ACTR0402 B1.</p> <p>Part B: Travel advance balances must be differentiated into Advances to Employees (Permanent, Temporary or Other) or Other Reconciling Items. If the agency has any outstanding Advances to Employees or Other Reconciling Items, additional information will be required in Schedules 1 and 2. The total for all funds per the agency's records must agree with the CARS final close reports.</p> <p>If additional entries are required, please insert rows to the spreadsheet. To do this, go to the cell where the row will be inserted, then, on the menu bar, click Insert, then, click Rows.</p>
Submission Requirements	<p><u>After downloading the files, rename the spreadsheet using the agency number followed by Att J.</u> For example, agency 997 should rename the Attachment J.xls as 997AttJ.xls.</p> <p>In the prepared by and approved by fields, complete the appropriate blanks for the name, title and date. This certifies that the information contained in the attachment is accurate and correct to the best of the knowledge of the signatories. The Fiscal Officer must review and approve the information contained in the attachment prior to submitting it to DOA.</p> <p>Submit the workbook electronically to gacct@doa.virginia.gov.</p>
DOA Contact	Donna R. Brown, Assistant Director Tel.: (804) 371-6037 Email: donna.brown@doa.virginia.gov