

| | | |
|---|------------------|---------------------------------|
| Volume No. 1—Policies & Procedures | TOPIC NO. | 20336 |
| Function No. 20000—General Accounting | TOPIC | AGENCY TRAVEL PROCESSING |
| Section No. 20300—Cash Disbursements Accounting | DATE | May 2007 |

Table of Contents

| | |
|--|---|
| Overview..... | 2 |
| Introduction..... | 2 |
| Temporary Travel Advances..... | 2 |
| Permanent Travel Advances | 2 |
| Cash Advance Procedures | 4 |
| How to Request a Cash Travel Advance | 4 |
| How to Process a Cash Travel Advance after Completed Travel..... | 4 |
| Travel Expense Reimbursement | 6 |
| Forms | 6 |
| Exceptions..... | 6 |
| Travel Reimbursement Methods..... | 6 |
| Responsibility | 6 |
| Sponsored Program Funds | 7 |
| Reimbursement Payment Process | 7 |
| Travel Expense Reimbursement Voucher | 8 |
| Records Retention..... | 9 |
| Maintenance..... | 9 |
| DOA Contacts..... | 9 |
| Contacts | 9 |
| Subject Cross References..... | 9 |
| References..... | 9 |

| | | |
|---|------------------|---------------------------------|
| Volume No. 1—Policies & Procedures | TOPIC NO. | 20336 |
| Function No. 20000—General Accounting | TOPIC | AGENCY TRAVEL PROCESSING |
| Section No. 20300—Cash Disbursements Accounting | DATE | May 2007 |

Overview

Introduction

Agency travel processing has included in the past sections related to the Travel Charge Card.

Information related to the Travel Charge Card Program is relocated to the newly-created, CAPP Topic No. 20360, *Travel Charge Cards*.

| | | |
|---|------------------|---------------------------------|
| Volume No. 1—Policies & Procedures | TOPIC NO. | 20336 |
| Function No. 20000—General Accounting | TOPIC | AGENCY TRAVEL PROCESSING |
| Section No. 20300—Cash Disbursements Accounting | DATE | May 2007 |

Travel Cash Advances

Introduction The use of temporary and permanent cash travel advances should be minimized or discouraged for employees who typically travel more than twice a year. Travel charge cards should be issued to such employees. When an agency approves a request for a cash travel advance, the procedures in this CAPP topic apply.

If the travel advance is from other than petty cash, the accounting voucher must be forwarded to DOA at least 10 days but no more than 30 days before departure.

**Temporary
Travel
Advances**

Temporary travel advances may be made from an agency's private funds, petty cash, or State funds for a traveler who is going to travel on State business. Controls should be in place to ensure that all advances are repaid. The employee must repay them within 30 days of the processing of the travel reimbursement voucher. (Petty Cash constraints/procedures are defined in CAPP Topic 20330, *Petty Cash*.)

**Permanent
Travel
Advances**

Permanent travel advances are strongly discouraged in favor of travel charge cards. When unavoidable, permanent travel advances may be made to an employee who travels regularly and on a frequent basis. In these instances, a written explanation of why a permanent travel advance was needed must be on file in the fiscal office.

Agencies and institutions should ensure that permanent travel advances do not exceed anticipated out-of-pocket business expenses for a one-month period. The allowance must be reasonably calculated not to exceed the amount of the employee's expenses or anticipated expenses. Employees are required to return amounts that exceed actual anticipated business expenses. The employee must repay advances before the last day of employment or no more than 30 days after a change in responsibilities, which eliminates the need for a permanent advance.

Agencies must also review travel periodically to ensure that employee travel advances are justifiable.

| | | |
|---|------------------|---------------------------------|
| Volume No. 1—Policies & Procedures | TOPIC NO. | 20336 |
| Function No. 20000—General Accounting | TOPIC | AGENCY TRAVEL PROCESSING |
| Section No. 20300—Cash Disbursements Accounting | DATE | May 2007 |

Cash Advance Procedures

How to Request a Cash Travel Advance Use the following procedure to request a cash travel advance.

| Step | Who | Action |
|-------------|----------------------|---|
| 1 | Traveler | Prepares a travel authorization/advance form and forwards to the agency fiscal office. |
| 2 | Agency Fiscal Office | Processes the travel advance using Transaction Code 343. <u>Note:</u> Both the current document number and suffix are required in the voucher's accounting grid and are assigned by the agency. <u>Important:</u> It is the agency's responsibility to ensure that employees promptly return amounts, which exceed the actual business expense. |

How to Process a Cash Travel Advance after Completed Travel Once travel has been completed, the traveler submits a Travel Expense Reimbursement Voucher. It is the agency fiscal office's responsibility to record expenditures in CARS against the traveler's cash travel advance under the following circumstances.

| If expenditure . . . | Then . . . |
|---|---|
| is less than the Cash Travel Advance | <ul style="list-style-type: none"> • Record actual expenditures using Transaction Code 326. • Enter in the accounting grid the Reference Document Number and Suffix (corresponding to the Current Document Number) that was assigned when the Cash Travel Advance was obtained. [The Reference Document Number and Suffix MUST BE IDENTICAL to the Current Document Number for CARS to track the cash advance.] • Enter normal expenditure coding (e.g., fund, program, and object). |

Continued on next page

| | | |
|---|------------------|---------------------------------|
| Volume No. 1—Policies & Procedures | TOPIC NO. | 20336 |
| Function No. 20000—General Accounting | TOPIC | AGENCY TRAVEL PROCESSING |
| Section No. 20300—Cash Disbursements Accounting | DATE | May 2007 |

Cash Advance Procedures, Continued

How to Process a Cash Travel Advance after Completed Travel (continued)

| If expenditure . . . | Then . . . |
|--|--|
| is less than the Cash Travel Advance | <p>No check is generated, but that portion of the advance equal to the amount of the expenditure is liquidated. The traveler owes the difference between the amount expended (Grand Total) and the amount advanced. The traveler repays this to the agency, which in turn deposits the repayment via a Deposit Certificate (DC).</p> <ul style="list-style-type: none"> • Enter Transaction Code 010 on the DC as well as the Reference Document Number and Suffix to track the advance. • Attach a copy of the DC to the Travel Reimbursement Voucher as documentation that the balance due the State has been repaid. |
| is equal to the Cash Travel Advance | <ul style="list-style-type: none"> • Enter Transaction Code 326 to liquidate the advance since no amount is reimbursed and no check is generated. |
| is greater than the Cash Travel Advance | <ul style="list-style-type: none"> • Enter Transaction Code 326 for the amount <u>equal</u> to the amount of the advance. The Reference Document Number and Suffix and usual CARS coding are required. • For state employees, enter Transaction Code 332 only for the expenditure amount that <u>exceeds</u> the advance. Normal CARS coding is required; however, do not use the Reference Document Number with the Transaction Code 332 amount since the advance will have already been liquidated. The certified amount for the voucher is the total amount of the Transaction Code 332 lines of coding. • For non-state employees, enter Transaction Code 468 only for the expenditure amount that <u>exceeds</u> the advance. Normal CARS coding is required; however, do not use the Reference Document Number with the Transaction Code 332 amount since the advance will have already been liquidated. The certified amount for the voucher is the total amount of the Transaction Code 448 lines of coding. |

| | | |
|---|------------------|---------------------------------|
| Volume No. 1—Policies & Procedures | TOPIC NO. | 20336 |
| Function No. 20000—General Accounting | TOPIC | AGENCY TRAVEL PROCESSING |
| Section No. 20300—Cash Disbursements Accounting | DATE | May 2007 |

Travel Expense Reimbursement

Forms

A standard State *Travel Expense Reimbursement Voucher* (Form DA-02-041) is available for use by all agencies and institutions. Agencies are authorized to develop and use other forms, which may be either paper or electronic, with the approval of DOA. DOA's review and approval ensures that all necessary data fields are displayed on the substitute travel reimbursement form.

All sections of the *Travel Expense Reimbursement Voucher* must be completed.

Exceptions

All exceptions and out-of-country rates must be attached to the voucher in addition to all other documentation required as identified in CAPP Topic 20335, *State Travel Regulations*.

Travel Reimbursement Methods

Reimbursement for travel-related expenses can be made to the traveler in three ways as follows:

- Electronic Data Interchange (EDI) where the money is deposited directly into the traveler's checking account via electronic transfer (if an agency has entered into an EDI agreement and enrolled its employees). All employees likely to travel on official business of State government more than twice per year must be enrolled in EDI and reimbursed for travel costs using EDI as outline in the Appropriation Act.
 - Check mailed to the traveler.
 - Petty cash reimbursement made to an occasional traveler for an amount not to exceed \$100 per trip per month.
-

Responsibility

By signing the travel reimbursement request, the traveler is certifying the accuracy of all information, the legitimacy of the travel, and the appropriateness of the expenses. The signature of the traveler's supervisor certifies that he/she agrees that the travel was necessary and the requested reimbursements are proper.

If the traveler is requesting reimbursement for other than his/her own expenses, the other parties must be identified and justification for payment provided. The traveler shall not claim M&IE reimbursement for anyone other than himself.

Continued on next page

| | | |
|---|------------------|---------------------------------|
| Volume No. 1—Policies & Procedures | TOPIC NO. | 20336 |
| Function No. 20000—General Accounting | TOPIC | AGENCY TRAVEL PROCESSING |
| Section No. 20300—Cash Disbursements Accounting | DATE | May 2007 |

Travel Expense Reimbursement, Continued

Sponsored Program Funds

All monetary travel reimbursements for meals, lodging, airfare, etc., funded solely from sponsored program funds are governed by the terms and conditions of the individual grant or contract. If the grant or contract is silent regarding these monetary reimbursements, the limitations in CAPP Topic Nos. 20335 and 20336 will apply.

In all cases, administrative requirements cited in these CAPP topic Nos. 20335 and 20336 must be followed. “Sponsored Program” must be clearly stated on the reimbursement voucher. (See Definitions in this CAPP topic and CAPP Topic No. 20335, *Travel Regulations*, for further guidance.)

Reimbursement Payment Process

The following table describes the reimbursement payment process. Expenditure coding guidance is found in CAPP Topic 20310, *Expenditures*.

| Stage | Description |
|-------|---|
| 1 | Employee submits the Travel Expense Reimbursement Voucher to the supervisor within thirty (30) working days after completion of the trip. In the case of continuous travel, the employee submits the voucher to the supervisor within thirty (30) working days of the last day of travel for which reimbursement is requested. However, reimbursements must be processed in a timeframe that allows travel charge card payments to be made by the specified due date. |
| 2 | <u>For all travel vouchers:</u> An appropriate authority (as defined in related Authority Approval section) should approve the voucher and submit the voucher to the agency’s fiscal office for processing within three (3) working days of receipt from the employee. <u>For non-State employee travel vouchers:</u> Agency Head or designee should approve the voucher and submit the voucher within three (3) working days of receipt from the non-State employee. |
| 3 | After receipt of the voucher, the Agency Fiscal Office should submit it to DOA for processing within five (5) working days. |

Note: All outstanding travel accounts should be settled in full at the close of each fiscal year. Decentralized agencies must retain travel records.

| | | |
|---|------------------|---------------------------------|
| Volume No. 1—Policies & Procedures | TOPIC NO. | 20336 |
| Function No. 20000—General Accounting | TOPIC | AGENCY TRAVEL PROCESSING |
| Section No. 20300—Cash Disbursements Accounting | DATE | May 2007 |

Records Retention

Maintenance Copies of travel-related documentation are to be maintained on file in each agency for 3 years. Agencies and institutions participating in the Decentralization of Financial Records must maintain original documentation for a period of 3 years.

DOA Contacts

Contacts Director, General Accounting
 (804) 225-2244
 gacct@doa.virginia.gov

EDI Employee Enrollment Information
 (804) 225-2713
 edi@doa.virginia.gov
 http://www.doa.virginia.gov/General_Accounting/EDI/EDI_Main.cfm

Subject Cross References

References CAPP Topic No. 20310—*Expenditures*
CAPP Topic No. 20330—*Petty Cash*
CAPP Topic No. 20335—*State Travel Regulations*
CAPP Topic No. 20360—*Travel Charge Card*
