



University of Connecticut

KFS Travel Advance Guide

For UConn Employees

Office of Travel Services

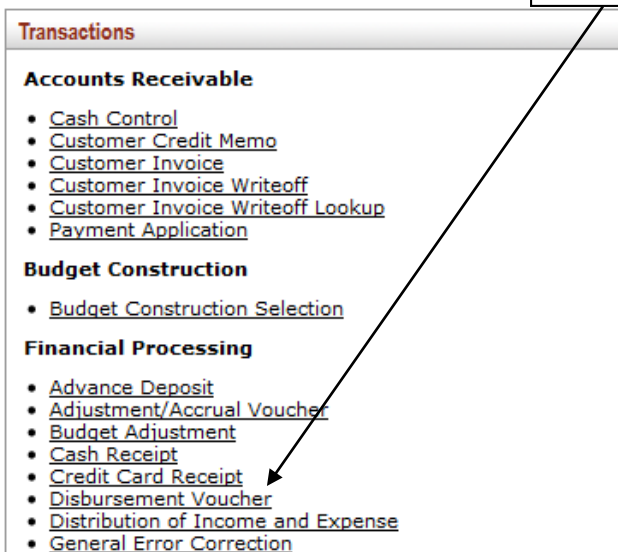
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This is a step-by-step guide to process travel advances for the University of Connecticut. The guide begins after signing into Kuali Financial System (KFS). Here is more information on [UConn's Kuali Financial System](#).

1. Ensure that all necessary paperwork has been obtained. This includes an approved version of the travel authorization form/ ETIF and a signed promissory note.
2. To allow timeliness for processing advances please initiate the advance Disbursement Voucher (DV) no earlier than **10** days before the start date of a trip.
3. On the **Main Menu** tab select “Disbursement Voucher” which is located on the left side of the page.

Under Transactions, Financial Processing, Select Disbursement Voucher



On the **Document Overview** tab:

- Enter “H – Travel Advance” and the Travel Office sequence/Travel Approval number in the **Description** field. The Travel Approval is the “Document ID” number that is located on the top right of the Travel Approval form (Example: “H – Travel Advance 555666”). Travel Office Sequence numbers are on Electronic Travel Information Forms (E-TIFs). E-TIFs should only be filled out for guests or employees in the Admissions and Athletics departments.
- Use the **Explanation** box to enter the business purpose of the trip. Example: Undergrad Admissions Recruiting
- The **Organization Document Number** is the day of departure for travel.

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Document Overview hide

Document Overview	* Description: H - Travel Advance 123456	Explanation: Travel Advance Kualii Training
Organization Document Number:	11/01/X2	

Financial Document Detail

4. On the **Payment Information** tab:

- Click on the lookup icon next to **Payee ID** :
- On the **Payee Lookup** Screen, select Payment Reason Code: H – Cash & Travel Advances & Petty Cash
- To search the Payee Name, enter the person’s Employee ID. If unknown, search the Person Last Name using an asterisk (*) before and after the name. (Example: *Sullivan*)

* Payment Reason Code:	H - Cash & Travel Advances & Petty Cash
Vendor Tax Number:	
Person First Name:	
Person Last Name:	*Sullivan*
Vendor Name:	
Employee ID:	
Vendor #:	
Active?:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

1 items found. Please refine your search criteria to narrow down your search.

One item retrieved.

Return Value	Payee Name	Payee Type	Address	Payee Number	Active?	Vendor Tax Number
return value	Danielle L Sullivan	Employee (Non-Vendor)	UNIT 6080, Storrs, CT	085288	Yes	

- Select **return value** for the Payee and address information should populate
 - **Address 1** will not populate for payees not on the Storrs campus. Ensure the address has populated correctly, including the city and postal code. Advances may only be sent to a campus address, barring extenuating circumstances.

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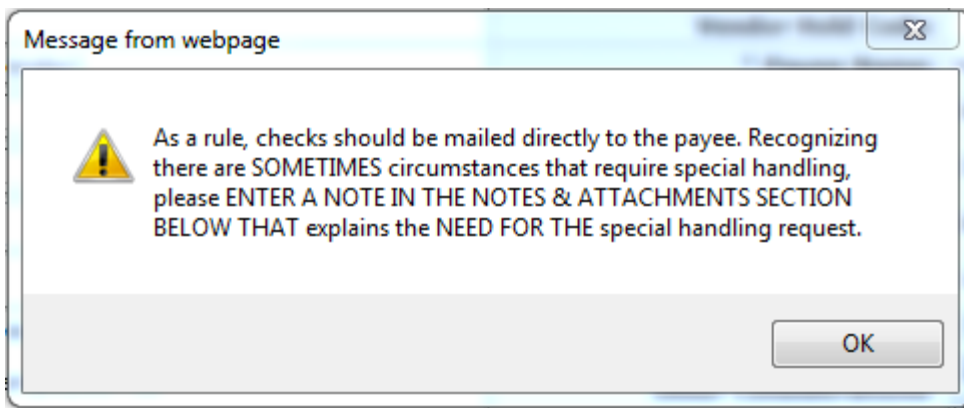
Check Amount: Must match advance amount in the accounting lines below. This is the amount requested for an advance, not the total trip amount. Travelers are eligible to receive an advance on 75% of all anticipated costs for a trip except registration and airfare. This is because these two expenses may be charged directly to the University through direct pay methods. Travel advances must be at least \$300.00 to be processed.

Payment Information	
* Payment Reason Code:	H - Cash & Travel Advances & Petty Cash
* Payee ID:	085288
Payee Type:	Employee (Non-Vendor)
* Address 1:	UNIT 6080
* City:	Storrs
Country:	
* Check Amount:	20.00
Payment Type:	Is this a foreign payee:No Is this payee an employee:Yes
* Invoice Number:	T123456
Usage:	
* Payment Method:	P - Check/ACH
Vendor Hold Code:	
* Payee Name:	Danielle L Sullivan
Address 2:	NEW CENTRAL WHS
State:	CT
Postal Code:	06269
* Due Date:	10/20/2012
Other Considerations:	<input type="checkbox"/> Check Enclosure <input type="checkbox"/> Special Handling <input checked="" type="checkbox"/> W-9/W-8BEN Completed <input type="checkbox"/> Exception Attached
* Invoice Date:	
* Documentation Location Code:	F - 01

Invoice Number: Enter "T" and the Travel Authorization/ Travel Office seq. number with no spaces. (Example: T123456)

Invoice Date: should be the date the Travel Approval or E-TIF was submitted.

5. **For Athletics Team Travel:** In the Other Considerations box, check "Special Handling". When this is clicked you will get a warning message:




On the **Special Handling** tab, click "Show" and Fill out the following:

Special Handling Name: Team Travel

Special Handling Address 1: Will pick up


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Special Handling	
hide	
Send Check To	
Special Handling Name:	Team Travel
Special Handling Address 1:	Will pick up
Special Handling Address 2:	

6. On the **Accounting Lines** tab, fill out the six required fields; **Chart, Account Number, Sub-Account, Object Number, Org Ref ID, Line Description and Amount**. Use the lookup icons as needed; .
- Chart Code:** Will always be "UC"
 - Account Number:** Will always be "9044680: Employee Travel Advance"
 - Sub-Account:** Use the lookup tool for this. To identify a sub-account, populate the chart code as "UC" and account number "9044680". Then you can type in the employee last name in the Sub-Account Name field with asterisks on each side (Example: *Sullivan*) Click "return value" next to the correct name.

NOTE: If no sub-account can be located for the employee, it will have to be set up. Please contact Travel Services to have a sub-account created.
 - Object Number:** Will always be "1170: Cash Advances - Travel"
 - Org Ref ID:** Will be the TA/Travel Office Sequence number.
 - Amount:** Amount of travel advance requests. This will match the check amount in payment information above.
 - Line Description:** Trip ending date

7. Click **Add** on the accounting line

Accounting Lines									
hide									
Accounting Lines 									
hide detail									
Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	UC University of Connecticut	9044680 Employee Travel Advance	01234 Danielle Sullivan	1170 Cash Advances - Travel			123456	20.00	import lines
Line Description									add
12/01/02									

8. Add the Travel Authorization/ ETIF form and Promissory Note on the **Notes and Attachments** tab. If using a travel authorization form, ensure it has been approved and is not in workflow. Also, ensure the promissory note has been signed. Click the Add button in the actions section.

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NOTE: Athletics and Admissions will have the ETIF and Promissory Note together on one sheet of paper.

Notes and Attachments (1) hide

Notes and Attachments					
	Posted Timestamp	Author	* Note Text	Attached File	Actions
add:			<input type="text"/>	<input type="text"/> Browse... <input type="button" value="add"/>	
1	10/19/2012 11:09 AM	Danielle L Sullivan	Travel Advance	Sullivan Advance.docx (12 KB, application/vnd.openxmlformats-officedocument.wordprocessingml.document)	

Note Text: Required field. No specific form must be used. Note that once added, the note text cannot be changed.

Attached File: To attach the document, click Browse. Locate the file and upload. Click add and the document will appear.

- Once the DV is complete, click **Submit**. A successful submission will give a confirmation as shown below. **Take note of the Document Number**. This document will now need to be approved by a Disbursement Manager and the Travel Manager before it is paid. No documents need to be sent to Travel Services.

Document was successfully submitted.

expand all collapse all
* required field

[Print Disbursement Voucher Coversheet](#)

Document Overview hide

Additional Information

- At any point in time you may go to the **Route Log** to see where it is in the Workflow and what **Future Action Requests** are required before payment is made.
- Payees cannot initiate their own Travel Advances.
- Please allow 5 business days for processing. If departure date does not allow for adequate processing time, contact travel@uconn.edu with the DV numbers of the urgent Travel Advance(s).
- In order to determine whether the advance has been paid, perform a doc search for the advance using the Document/DV number. Once the Disbursement Voucher has opened, scroll down to the “**Pre-Disbursement Processor Status**” tab and click **Show**. Once payment has been processed, you will see a paid date and a payment disbursement number.
- Advances should not be submitted more than 10 business days before the day of departure.
- Please remember that Travel Advances should follow this simple calculation:

Ex: Estimated Costs
- Airfare

- Registration Fees

X (.75) = Allowable Travel Advance.

Allowable Travel Advance must be \geq \$300.00.

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