

Travel Advance Request Process

Fiscal Agents
Network Group
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Travel Advance Requests

- New Process Starting 10/15/2007
- Request via DPEZ process in Banner (FZADPEZ)
- Completion of Direct Pay Training Lab required for access to form
- Ongoing training via Travel Policies & Procedures lab
- Policy being updated

Create Request

- Complete DPEZ in Banner
 - Prepaid vs. Estimated
- Print Travel Advance Request Form
- Collect signatures
- Send form to Accounting
- DPI routes to Accounting
- Accounting approval in Banner

Issuance of Payment

- Through A/P; via Direct Deposit
 - E-mail notification
- Option to request a check
 - Will be mailed to Home Address
- No trip to Cashier's to pick up check

Repayment

- Via Travel DPEZ; same as now
- Deducted from total expenses of trip
- Note Travel Advance Request DPEZ #
- Select Accounting office that issued advance
- Repay excess via Money List

Transition

- Trips starting:
 - 10/13-10/19; old form; p/u check at Cashier's;
Form to Accounting by 10/11
 - 10/20 and after:
 - Accounting will enter those already submitted;
 - Dept enters all others on DPEZ starting 10/15

Questions?

Demo

