

## Checklist for Repaying Travel Advances

Financial Services Accounting has approved your recently submitted Travel Advance request (DZO\_\_\_\_\_). When repaying this Advance, certain procedures must be followed to ensure that your account is properly credited. Please see that the following are completed as noted:

- 1) Submit a Travel Direct Pay Approval form to the appropriate Financial Services Accounting office within 15 working days of the completion of the travel. The Travel Advance Request DPEZ number noted above MUST be properly noted on the Direct Pay Approval form.
  
- 2) If the Travel Advance exceeds the reimbursable expenditures, repay the difference by *ONE* of the following methods:
  - a) Deposit the excess on a Money List. *Attach a copy of the Money List receipt to the Travel Direct Pay Approval form.* The appropriate index and account code to use on the Money List, depending on the accounting office that issued the Advance, is:
    - 1) 418050-L3J1 Unrestricted Accounting-Main
    - 2) 418064-L3J1 Athletics
    - 3) 112099-L3J1 Contracts & Grants-Main
    - 4) 258006-L3J1 Unrestricted Accounting-HSC
    - 5) 975004-L3J1 Contracts & Grants-HSC
  
  - b) Attach a personal check to the Direct Pay Approval form.
  
  - c) Pay the Cashier's Office directly. *Attach a copy of the Cashier's receipt to the Direct Pay Approval form.*
  
- 3) If you received a Travel Advance, but for some reason did not go on the trip, you must repay the advance as in #2 above. If you received a check but did not cash it, please return the check to Accounts Payable to be canceled.
  
- 4) If the index(es) on the Travel Direct Pay Approval form differ from the index(es) on the Travel Advance Request, please attach an explanation to the Travel Direct Pay Approval form.
  
- 5) Attach a copy of this checklist to the Travel Direct Pay Approval form.