**Travel Expense – Pre-Trip Payment**

Traveler fills out the request for a pre-trip payment form before traveling (cash advance, registration fee, lodging etc) and submits it to the Department Account Manager (AM) for:

- Review of allowable expense
- Review of availability of funding
- Sign off on the form

Additional documents needed for:

- Cash advance – provide proof of hardship (explain the reason for a cash advance)
- Registration fee – invoice
- Lodging – booking confirmation

AM submits paperwork to Shared Services (SS), putting the paperwork in the appropriate department bin, located at 1008 Kemper Hall. Paperwork is date stamped.

SS will work with the traveler on questions / issues

SS inputs into MyTravel

SS sends the pre-trip summary generated by MyTravel to SS supervisor for review & approval

SS Supervisor sends back the paperwork to SS Specialist and photocopies it then sends original to AP-Travel

SS keeps the photocopy until the traveler submits the Travel Expense form upon return from the trip

AP Travel approves the Pre-trip payment then sends the check to either the traveler or the vendor (for registration fee/lodging)

Upon return from trip, within 21 days, traveler fills out TEV Form, attaches receipts (including the paid invoice from where traveler used the pre-trip payment), and if applicable, obtains the signature of the PI for the account(s) being charged.

For Cash Advance, all receipts must be provided

- If the traveler did not use up all the cash advance, he will issue a check payable to UC Regents indicating the amount that has to be returned to the university and give it to the SS Specialist
- SS will process the Statement of Cash Collection & forward the check to The Cashier

Traveler submits the form and receipts to their Department Account Manager (AM) to clear the pre-trip payment on MyTravel & to reimburse additional travel expenses. Please see Travel Expense Reimbursement details for additional process information.
**Travel Expense Reimbursement**

Employee travels

Upon return from trip, within 21 days, traveler fills out TEV Form, attaches receipts (taped to a piece of paper), and if applicable, obtains the signature of the PI for the account(s) being charged.

Traveler submits the form and receipts to their Department Account Manager (AM) for:

- Review of allowable expense
- Review of availability of funding
- Review of completeness of the paperwork (TEV form complete, receipts for anything $75 or more, Declaration of Lost Evidence if needed, etc)
- Sign off on the TEV form

AM submits paperwork to Shared Services (SS), putting the paperwork in the appropriate department bin, located in the Engineering Purchasing and Accounts Payable Office, 1008 Kemper Hall. Paperwork will be date stamped upon arrival in SS.

SS will work with the traveler on questions/issues.

SS inputs into MyTravel.

SS clicks the ‘Notify Employee’ button once the document is ready for the Traveler to review and submit.

SS provides paperwork to the SS Supervisor for review and approval. The Supervisor will remind the Traveler they need to submit if necessary.

The SS Supervisor will review and approve the documents within MyTravel as the delegated Account Manager for all College accounts.

Once a week, hardcopy paperwork for completed transactions will be distributed back to the department via Department mailboxes in the College Mail Room.

The Department will need to approve all MyTravel documents as the “Department Approver”. Since the hardcopy paperwork will be returned on a weekly basis, the Department Approver may choose to approve without the paperwork to avoid additional delays in reimbursing the traveler.

All travel for Department Chair’s require the approval of the Dean (or designate) and should be ad-hoc routed to the Assistant Dean via MyTravel.
**Travel Expense - Paying other vendors**

Arrangements were made to the hotel / rental car / registration fee etc via a dummy DPO by the department

The department receives the invoice directly from the vendor

The department fills out the campus travel expense form (TEV) and submits it and the invoice to their Department Account Manager (AM) for:
- Review of allowable expense
- Review of availability of funding
- Review of completeness of the paperwork
- Sign off on the TEV form

AM makes sure the TEV form is also approved by the Chair/Dean/Asst Dean

AM submits paperwork to Shared Services (SS), putting the paperwork in the appropriate department bin, located at 1008 Kemper Hall. Paperwork is date stamped.

SS will work with the AM on questions/issues.

SS enters the request in Dafis via TEV

SS provides paperwork to the SS Supervisor for review and approval.

The SS Supervisor will send back the documents to SS Specialist and will forward it to Acctg-AP and send a copy to the department once a week via intercampus envelope placed in the department mailboxes in the College Mail Room.