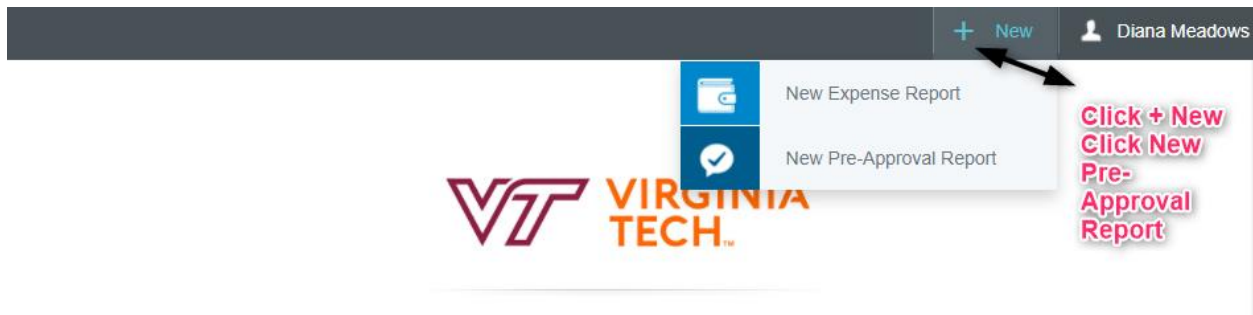


Travel Advance

Under special circumstances, travel advances are available for Faculty, Staff and VT Students travelling on behalf of Virginia Tech. Additional information, including the guidelines outlining eligibility for travel advances can be found under [Procedure 20330: Travel Advances](#).

A travel advance can be requested when completing the preapproval for a trip. Travel advances can be provided to the traveler by means of direct deposit, international wire transfer, and/or declining balance debit card.



1. Click on the + New button
2. Click on New Pre-Approval Report
3. Enter the information for your preapproval

Pre-Approvals For Diana Meadows

Report Name	<input type="text" value="Meadows L 1/4/21 Edinburgh Scotland"/>
Start Date	<input type="text" value="01/04/2021"/>
End Date	<input type="text" value="01/17/2021"/>
Number of Days	<input type="text" value="14"/>
Business Purpose	<input type="text" value="Research in support of genealogy grant"/>

Travel naming convention: Last Name, First Name Initial, First Date of Travel, and Destination. P-Card naming convention: "P-Card", P-Card Holder's Last Name, First Name Initial, and Statement Date

Report Type	Travel
Reason For Travel	Research
Trip Type	International
Organization(s) To Be Visited	University of Edinburgh
Key Personnel To Be Visited	Christina Boswell
Origination	United States / Virginia / Blacksburg
Destination	United Kingdom / Scotland / Edinburgh

4. Select the Type of Traveler from the drop down list. The options available are: Employee, Non-Employee/Non-VT Student and VT Student. Travel advance options will appear after selecting Employee or VT Student. Travel advances are not intended for Non-Employees/Non-VT Students.

Type of Traveler	-- Select --	Select Employee or VT Student for travel advance screens
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5. Enter the amount for the travel advance in whole US Dollar amounts.

Travel Advance Amount (in USD)	500	Enter the amount of your travel advance request in whole dollar amounts. The amount requested for an advance can't be more than the estimated expenses on your preapproval.
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Travel advances are only processed if the amount is over \$100

Note: Since the travel advance amount requested can't exceed the dollar value of your estimated expenses, you can come back and enter the information for the travel advance after entering the estimated expenses.

6. Select the payment method for the travel advance. Select from the drop down: Yes for direct deposit.

Note: Foreign currency is not currently available as we are finalizing the processes with our financial institution.

Travel Advances can be paid by wire, debit card or foreign currency by selecting No. For direct deposit select Yes.

Does this travel advance need to be paid by ACH/Direct Deposit? -- Select --

Optional

Select Yes, to have the travel advance paid via direct deposit or No, for foreign wire transfer or declining balance debit card.

7. Complete the remaining fields on the preapproval header:

University Paid Items Exist

FiscalYear

Allocations


Select the fund number(s) for the estimated expenses to be charged to.

8. Click the Save button in the upper right hand corner of the screen.

9. Enter the estimated expenses for the trip by selecting the icon associated to the expense.

Add Pre-Approval Types

 AIR TRAVEL	 GROUND TRANSPORTATION	 HOTEL	 MEALS	 TELECOM	 SUPPLIES / SERVICES
 DUES / FEES	 MISCELLANEOUS	 INT'L TRAVEL / RISK MGMT TRACKING			


10. To add additional estimated expenses to the preapproval, click the  sign in the middle of the screen.



11. Review estimated expenses to verify that all estimated expenses have been added to the report.

Meadows L 1/4/21 Edinburgh Scotland	
EXPENSE	ESTIMATED
Meals - Per Diem	76.50 USD
Meals - Per Diem	102.00 USD
Meals - Per Diem	102.00 USD
Meals - Per Diem	102.00 USD
Meals - Per Diem	102.00 USD
Meals - Per Diem	102.00 USD
Meals - Per Diem	102.00 USD
Meals - Per Diem	76.50 USD
Hotel	2,646.00 USD
Car Rental	250.00 USD

12. Review the preapproval header page to verify the travel advance information has been entered.

If changes need to be made, click the  button to make changes to the preapproval header.



Travel Advance Amount (in USD)

3661



Change dollar amount of travel advance, if needed.

Travel Advances can be paid by wire, debit card or foreign currency by selecting No. For direct deposit select Yes.

Does this travel advance need to be paid by ACH/Direct Deposit?
Optional

Yes

13. Click the Save button to save your changes to the preapproval header.

Travel Advance Amount (in USD) 3661

Does this travel advance need to be paid by ACH/Direct Deposit? Yes

14. Click the Submit button on the lower left hand side of the screen to submit the preapproval and travel advance.


PA Report ID QA0001034616	Total Estimated Amount 3,661.00 USD	<input type="button" value="Submit"/>
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15. Click the Submit button on the upper right hand side of the screen to submit the preapproval and travel advance through the approval process.

Submit Preapproval


I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

16. If the travel advance request is 20 calendar days or less from the trip start date, the following compliance message will appear:

 **Cash Advance exists, but is less than 20 days from the Trip Start Date** #610

Please review the payment method for the travel advance. Debit card requires 4-6 business days for delivery. If your trip start date is less than 10 business days consider a different payment method for the travel advance

Add Response

Please enter a response...  **Enter a response to the compliance message.**

17. Click the submit button again.