

Checklist for Repaying Travel Advances

Central Accounting has approved your recently submitted Travel Advance request (DZ_____). 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 Central 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 General Accounting
 - 2) 418064-L3J1 Athletics
 - 3) 112099-L3J1 Contracts & Grants
 - 4) 258006-L3J1 Health Sciences Controller-unrestricted
 - 5) 975004-L3J1 Health Sciences Controller-restricted
 - 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.