

## Department of Administrative Services - State Accounting Enterprise

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PRE-AUDIT	210.310	1 of 2	July 1, 2012 Revised 7/1/16
<b>Subject</b> TRAVEL OUT-OF-STATE – TRAVEL ADVANCE			

1. State employees who are required to travel out-of-state may apply for a travel advance if the anticipated out-of-pocket expenses exceed \$200.00. An advance may include:
  - a. 100% of the registration fee. See Procedure 210.320 for more details.
  - b. 100% of the airfare. See Procedure 210.325 for further explanation.
  - c. 100% of the required hotel deposits or pre-payments, with proper supporting documentation or justification.
  - d. 80% of all other anticipated expenses exceeding \$200.00.
2. To receive a travel advance, a Temporary Out-of-State Travel Advance Form (TA) must be completed and submitted to DAS-SAE-Daily Processing. The TA must include:
  - a. A memo reference to the approved Travel Department Authorization (TDA) number. See Procedure 210.315.
  - b. The itinerary/invoice from the airline when applicable. See Procedure 210.325 to determine when this is necessary.
  - c. Documentation relating to registration when applicable. See Procedure 210.320 for further information.
3. Expenses for out-of-state travel should be estimated as accurately as possible. In accordance with Section 8A.513 of the Code of Iowa, approved out-of-state travel claims will be pre-audited to ensure final expenditures are reasonable and proper and in accordance with established travel procedures.
4. With the following exceptions, travel advances for the 80% of anticipated out-of-pocket costs will not be processed earlier than seven (7) business days before the trip occurs. In all instances, the request must be submitted on a TA with the appropriate out-of-state travel approvals and appropriate documentation.
  - a. Reimbursement of transportation costs may be requested earlier than seven working days before the trip. See Procedure 210.325 for further details.
  - b. Registration fees may be reimbursed earlier than seven working days before the trip in certain instances. See Procedure 210.320 for information on when this is possible.
5. The travel advance shall be deducted from the travel payment with a TP form (not the TA form), and submitted by the employee upon completion of the trip. The amounts charged to the various expenditure object codes on the advance claim should be deducted from the like gross amounts on the final claim. If the travel expenses exceed the travel advance, use event type TR04 on all lines of the claim.

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6. If for any reason an employee does not make the anticipated trip, the travel advance shall be immediately returned to the State. If the state warrant has not been cashed, it should be sent, along with the request for cancellation, by the employee's department to DAS-SAE-Daily Processing. If the state warrant has been cashed, the employee shall make a personal check payable to the State Treasurer's Office. A copy of the employee's check, PLUS a copy of the department's "Cash Receipt" is to be sent to DAS-SAE-Daily Processing. The personal check should be deposited on a CR document using expenditure object codes. See Procedure 280.101 for more information on CRs. This documentation will be placed with the actual claim for audit purposes.
7. If the employee has been advanced more than the actual out-of-pocket expenses, the employee shall make a personal check payable to the State Treasurer's Office within thirty (30) calendar days of the completion of the trip. A copy of the employee's check, a reference to the department's "Cash Receipt" document and a Travel Payment Overpayment (TPO) documenting the actual expenses, including the actual receipts when applicable, shall be sent to DAS-SAE-Daily Processing upon completion of the trip. Event type TR03 is used on all lines of the TPO. The Cash Receipt (CR) document shall use the CR Event Type of AR61 (Collect Travel Overpayment) and the Balance Sheet Account (BSA) 1418 (Receivable). The CR must use AR61 as the event type to close the receivable and to keep the system in balance. See Procedure 280.205 for more information on preparing TPOs.
8. By certifying the TA form, the employee gives DAS the authority to recover funds owed the State through payroll deduction, which have not been repaid within thirty (30) calendar days of completion of the trip. If a final claim is not submitted, it is assumed the entire amount is owed to the State. The department that issued the advance will contact DAS-Central Payroll (515) 281-3976 to start the process.
9. DAS-SAE-Daily Processing reserves the right to refuse advances when funds are currently owed the State or when there have been prior abuses.
10. Travel advances are not available to non-state employees who are traveling on behalf of the State.
11. For an example of the TA form and instructions on completion of the form, see Procedure 280.203.