



Travel Advances

Purpose: To request the University to advance monies for an upcoming trip or event.

Instructions:

1. NAME: Enter name of person who will be receiving monies.
2. DEPARTMENT: Enter department name. (Account numbers do not go in this area)
3. PURPOSE OF TRIP: Enter purpose of trip.
4. ADDRESS: Enter address where Accounts Payable will mail check or enter "Call when ready" with an extension and you will be notified when the check is ready.
5. PART 3: Provide details of Trip (Place, Dates etc.)
 - a. This information is required.
 - b. Enter the amount of Advance requested.
6. ACCOUNT DISTRIBUTION: Enter Fund Number 11015 and Account Number 14630. (This Fund and Account Number is used exclusively for Travel Advances and should not be used at any other time.)
 - a. Print the request.
 - b. Sign the form above the Signature of traveler line.
 - c. Have the request approved by your departmental supervisor.
 - d. Forward request to Accounts Payable for processing.

Future travel or business expense reimbursements will not be processed until outstanding advances have been reconciled.

Travel Advance Reconciliation and Travel Reimbursement

PURPOSE: To request the University to reimburse monies for expenses incurred due to travel taken, or to pay back the University for monies not spent for anticipated expenses due to an advance received.

Completed Travel Reimbursement Requests must be submitted within 30 days from last date of travel. Future travel or business expense reimbursements will not be processed until outstanding advances have been reconciled.

Instructions:



Bryant University

1. NAME: Enter name of person who will is receiving or returning monies.
2. DEPARTMENT: Enter department name. (Account numbers do not go in this area)
3. PURPOSE OF TRIP: Enter purpose of trip or expenditure.
4. ADDRESS: Enter address where Accounts Payable will mail check or enter “Call when ready” with an extension and you will be notified when the check is ready. If returning monies – this area does not need to be filled in.
5. PART 1: Enter mileage amount, if incurred. Enter the date, location, total miles, etc. *These fields will calculate automatically.
6. PART 2: Enter all expenses, if incurred. Enter the dates and location of expense. Enter amounts for lodging, common carrier, parking, meals etc. *These fields will calculate automatically.
7. PART 3: Enter any miscellaneous items you request to be reimbursed for and enter the amount excluding Sales Tax.
8. PART 4: Amounts for expenses have been calculated automatically. If Bryant has prepaid for any expense that was previously paid for out of the departmental budget, such as hotel, common carrier etc, enter that amount on the “Expenses Prepaid by Bryant” line. (This line is not for advances and will throw off calculations if used incorrectly) If an advance was previously received, enter that amount on the “Less Advances from Bryant” line.
9. PART 5:
 - a. Enter Fund Number – (if applicable)
 - b. Enter Organization Number – this is your department number.
 - c. Enter Account Number – this is your expense account number.
 - d. Enter Activity Number – this field should only be used if you have been assigned Activity Codes from the Controller’s Office.

The amount totaled in Part 5 must be equal to the “Net Amount of Expenses/ Advances due” line in Part 4.

Print your request, sign the form above the Signature of traveler line, have the request approved by your departmental supervisor, and forward request to Accounts Payable for processing.