

# Instructions for the Travel Advance Request Form (TAR)

## THE TRAVEL ADVANCE REQUEST FORM: WHAT IS IT AND WHEN IS IT USED?

It is a UCSB form used to generate a check payment to a traveler or a vendor, (i.e., a travel agency, a conference organization, or a hotel).

**Copy the white copy in blue and pink and original receipts for submitting to Travel. Provide a full copy (minus the blue & pink copies) for the ECE Budget Office and keep a copy for your files. Submit the original and copy to the ECE Budget Office.**

The Travel Advance form is used when a traveler cannot put all of the expenses on a credit card. The traveler may request a advance from the Travel Accounting Office, in accordance with the procedures established by the campus, under the following circumstances:

- The traveler has incurred credit card expenses that must be paid before a trip is completed
- The traveler is not able to cover these costs up front

**please attach Xerox copies of receipt(s) and credit card statement documenting incurred expense(s). Please provide proof that one of your expenses has been paid and then proof of what the other expenses will cost. (hotel, airfare and registration)**

You cannot claim incidental costs such as gas, meals or local transportation.

The Travel Advance form (one form per traveler) is used for processing payment for the following:

1. Direct billed airfare invoices (YES, even though the trip has been postponed, commenced or finished).
2. Direct billed hotel invoices (YES, even though the traveler has finished business with UCSB and this is the only expense.)
3. Conference registration fees when there will be other expenses incurred by the traveler, i.e. meals, lodging, transportation, etc.

Anytime a Travel Advance form is processed to a traveler or on behalf of a traveler, **and the traveler completes the trip**, a Travel Expense Voucher must be completed to clear or account for the Travel Advance. Even though the traveler isn't due any reimbursement, a Travel Expense Voucher is still required. WHY? Travel Advance amounts are written or expensed to an Accounting Office account number. When the trip is completed the traveler should submit his/her receipts to the preparer as quickly as possible. (The rule is the traveler's Travel Expense Voucher (TEV) should be submitted to the Travel Accounting Office within 21 days of the trip end date.) The preparer submits the TEV to Travel Accounting Office. Travel Accounting audits the TEV for policy compliance and the TEV will either get processed for reimbursement to the traveler or expensed to the account(s) indicated on the TEV. It is at this point we are able to credit our Accounting Office account and expense the account number(s) on the traveler's TEV. This is the reason why Travel Advance amounts never appear on the funding department(s) general ledger.