Purpose of Process:
The purpose of travel advances is to minimize the financial burden on employees while on state travel. This process is the clearing process for travel cash advances.

Primary Position Responsible: Accounts Payable Supervisor
Secondary Position Responsible:
Reviewed By <or> Reviewed By: Accounts Payable Supervisor
Process Frequency: As needed
Prerequisite Process: SSUAPY00005 – Travel Cash Advance
Subsequent Process:

Documentation Used:

<table>
<thead>
<tr>
<th>Item</th>
<th>From</th>
<th>To</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Cash Advance Form</td>
<td>Employee</td>
<td>AP</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Requisition (Standard Voucher)</td>
<td>Employee</td>
<td>AP</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

Outline of Process:
Orange clearance form is attached to receipts, a copy of the check is attached, and submitted along with any remaining money turned in to the Cashier’s window. In the event that money was over spent an expense statement with clearance form.

Files Retained:

Potential Exceptions & How to Resolve:

Exception:

Resolution:

Date Process Last Updated: Tuesday, June 15, 2010
Policy

Travel regulations, as developed and approved by the Board of Regents (BOR), are published and distributed periodically to various operating units as apart of its Business Procedures Manual, Volume 3A, and constitute the office Policy of the Board governing travel by University System employees (BR Minutes, 1980-81, pp. 55-59).

The Business Procedures Manual of the BOR, as a general provision, authorizes the payment of travel advances to employees of all state agencies, commissions, and authorities according to OCGA 45-7-25 and 47-7-26.

Travel cash advances must be cleared no more than 30 days after the return date of the authorized travel.

Procedure

Repaying a Travel Advance

Travel advances must be repaid no more than 30 calendar days after the completion of the travel, except in certain situations (i.e. when multiple advances have been received for continuous travel or consecutive travel – in which case, the 30 day time period starts upon the completion of the ending travel date of the last trip).

In the event of cancellation or indefinite postponement of authorized travel, any cash advances that were made shall be refunded immediately.

Submit any remaining cash advance monies to the Cashiers window. The Cashier will post the return of funds to the system, and provide traveler with a receipt. The travel advance clearance form (orange form), along with attached receipts, travel expense statement, authorization to travel copy, and the receipt, if applicable, from the cashiers office to Business & Finance and submit it to the Travel administrator for final clearing within 30 days.

Failure to Repay

Employees that do not adhere to the 30 calendar day repayment requirement will receive an email notification from the Accounts Payable department reminding the employee that the travel advance is past due. The approving official will be copied on the email notification. The employee will be given 10 calendar days, from the date notified by Accounts Payable, to make payment in full.

If an advance is not cleared or the expenses substantiated within 40 days (30 day allotted time; 10 day collection period) of issuance of the advance, and/or within the 10 days after AP notification to the employee, whichever is later, the Comptroller, with information
BUSINESS PROCESS (SAS 112 Compliance)

received from the Accounts Payable Supervisor, will approve and authorize on behalf of
the University the deduction of the amount of the advance not cleared or substantiated
from the employee’s pay check, on the first pay day thereafter to ensure advance
substantiation in compliance with the IRS 60 day time frame. The payroll deduction
request will be submitted to the Payroll Support Analyst for entry. The only approval and
review required is the Comptroller, once in receipt of the necessary information from
Accounts Payable. Further, once payroll deduction has been initiated, no payments will
be accepted in the Bursar’s Office to prevent the possibility of double payment. If payroll
deduction is required for a traveler, no future travel advances will be granted.

If a terminated employee has an outstanding travel advance, the amount of the unpaid
travel advance will be considered indebtedness to the University and will be subject to
collections procedures administered by the University. Such unpaid travel advances may
be withheld from last paycheck, and have billing and collection costs added, may be
placed with a third party collection agency, and may be reported to a credit bureau.

A report of those individuals requiring payroll deduction for repayment will be provided
promptly to the respective Vice President for their information, and to University Legal
Counsel for legal prosecution. Again, violation of the Travel Cash Advance Policy is
subject to progressive discipline action for willful violation of written rules, regulations
or policies.

House Bill 1113, effective 5/14/2008, clearly states, “It shall be unlawful for any person
to use any travel advance received from public funds, for nongovernmental purposes or to
submit or approve, knowingly or through willful and wanton neglect, a fraudulent request
to the state for reimbursement of expenses.” It is, thus, assumed that failure on the part of
the employee to clear or substantiate a travel cash advance within the allotted 30 day
clearance period denotes that all or a portion of the funds advanced were used for
inappropriate, nongovernmental purposes.

The penalties for misuse and/or failed clearance of a travel cash advance are as follows:

✔ Misdemeanor of a high and aggravated nature for amounts less than
$500 punishable by no more than 12 months imprisonment and a fine
not to exceed $5000.

✔ Felony prosecution for aggregate amounts of $500 or greater
punishable by no more than 20 years imprisonment and a fine not to
exceed $50,000 or triple the amount of such unlawful expenditures,
which ever is greater.

✔ Subject to immediate termination of state employment and shall owe
restitution equal to the amount of such misappropriated travel
advances or fraudulent reimbursements, plus interest to be assessed at
a rate of 12 percent per annum to be calculated from the date each
misappropriated travel advance or fraudulent reimbursement payment
was made.
Reimbursement of Over Expenditure

When the actual travel expenditures reported on the travel expense statement exceed the amount of the cash advance, the employee shall be reimbursed for the additional travel costs incurred within the normal processing cycle.
FLOW CHART:

SEE SSUAPY00005.