TRAVEL TRAINING SESSION 1

Steve Kriz & Annette Gonzales
Pre-Trip Planning

• Department Pre-Trip Approval

• Creating a Travel Expense Voucher (TEV)

• Cash Advance – Payable to Traveler

• TripID

• Travel Payment Request (TPR)
Department Pre-Trip Approval

• Before making travel reservations, all travelers should request Pre-Trip Approval from an authorized person in their Department.

• Travelers should also be informed about UC Travel Policy (G-28) and any specific requirements of their Department (e.g., supporting documentation requirements, including receipts for meals & incidental expenses).
Creating a Travel Expense Voucher (TEV)

- Traveler Information
- Trip Information
- Chart of Accounts Funding Information
- Purpose and Destination of Trip
Cash Advance – Payable To Traveler

Select: Create a New Advance Against an Existing TripID
Cash Advance – Payable to Traveler

Enter: Purpose for Travel Advance

Enter: Dollar Amount

Select: Create Advance
TripID

- Travel Payment Requests (TPR)
- Connexxus Direct Bill Airfare
Travel Payment Request (TPR)

Pre-Trip Expenses

- Conference Registration
- Prepaid Lodging
- USBank Corporate Card
**Travel Expense Voucher – TripID = KRIZ331259**

### Funding Information

To add a new Advance record, please enter Advance information into the input fields below and press the "Add Advance Record" button. To update an existing Advance record, please press the corresponding "Edit" button. The data from the Advance record will then be loaded into the input fields.

<table>
<thead>
<tr>
<th>TripID</th>
<th>Advance Number</th>
<th>Advance Date</th>
<th>Advance Amount</th>
<th>AdvanceDescription</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>KRIZ331259</td>
<td>31267</td>
<td>02/24/2020</td>
<td>$500.00</td>
<td>No Corporate Card</td>
<td>Remove, Edit</td>
</tr>
<tr>
<td>KRIZ331259</td>
<td>31267</td>
<td>02/26/2020</td>
<td>$250.00</td>
<td>Pre Travel Registration Training Corp</td>
<td>Remove, Edit</td>
</tr>
</tbody>
</table>

**Totals:** $750.00

Entered by Travel Accounting
Summary

• Department Pre-Trip Approval

• Creating a Travel Expense Voucher (TEV)

• Cash Advance – Payable to Traveler

• TripID

• Travel Payment Request (TPR)
Thank You!