

Travel Payment Request Instructions

TWO WAYS TO REQUEST TRAVEL ADVANCES

While the University encourages the use of the US Bank Corporate Travel Card and Connexus direct billing options for airfare, it is understood that certain travel situations may require the issuance of a cash advance or a payment to a third-party to cover charges that must be paid prior to the completion of a trip. These types of payments are treated as advances against a trip/event.

[Travel Advance Request \(WebTAR\)](#)

The WebTAR cash advance option is used when a traveler cannot obtain a cash advance through a US Bank Corporate Travel Card or personal credit card. The traveler may request a cash advance from the Travel Accounting Office, in accordance with the procedures established by the campus, under the following circumstances:

- The traveler is not eligible to participate in the corporate travel card program
- The traveler has not yet been issued a corporate travel card
- The campus's card program does not provide such a feature
- The traveler is not able to use a personal credit card for traveling
- Documented credit card expenses that must be paid before a trip is completed
- Special circumstances, including: group travel for athletics, bowl games, student groups, and certain foreign travel situations.

Cash Advance – Cash Disbursed to Traveler

1. Logon to: the UCSB Travel Application
2. Select: Advance
3. Select: New TripID or Existing TripID
4. Enter: Trip Information
5. Select: Create Advance
6. Print: WebTAR form
7. Send: WEbTAR form to Travel Accounting

Cash Advance – Personal Credit Card

1. Logon to: the UCSB Travel Application
2. Select: Advance
3. Select: New TripID or Existing TripID
4. Enter: Trip Information
5. Select: Create Advance
6. Return to: Menu
7. Select: In-Basket
8. Select: TripID for Travel Voucher
9. Enter: Charges identified on Personal Credit Card statement
10. Select: Save Voucher
11. Print: WebTAR form
12. Attach: Copy of Personal Credit Card statement
13. Send: WebTAR and attachments to Travel Accounting

Travel Payment Request

Because the WebTEV does not accommodate third party payments, pre-trip payments must be requested through the Travel Payment Request form. This form is to be used for the documented trip expenses listed below. It must be supported by documentation which conforms to the WebTEV as to dates, location, purpose and traveler. This form also requires the user to include the charges on the WebTEV created for the trip/event.

Use the Travel Payment Request form to request payment to a third party for following types of expenses:

- Direct Bill - Airfare invoices
- Direct Bill - Hotel invoices
- US Bank Corporate Card payments for charges that must be paid prior to trip departure
- Conference Registration fees

Cash Advance – Personal Credit Card

1. Enter: TripID
2. Select: Pre-Trip Payment
3. Enter: Date Needed
4. Enter: Payee and Invoice Information
5. Enter: Special Handling Requirements
6. Logon to: The UCSB Travel Application
7. Select: In-Basket
8. Select: TripID
9. Enter: Charges listed on Travel Payment Request Form
10. Select: Save Voucher
11. Sign and Date: Travel Payment Request Form
12. Attach: Copy of invoice or statement to Form
13. Send: Form and attachments to Travel Accounting