



GAO Technical Bulletin

Arizona Department of Administration ♦ General Accounting Office

Subject:	<i>Travel Advance Processing</i>	Issued:	01/01/08
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TO: Technical Bulletin Administrators
Human Resources Personnel
Payroll Personnel
Travel Coordinators
All Agencies

FROM: D. Clark Partridge
State Comptroller

AUTHORITY

Arizona statutes allow for the reimbursement of travel expenses for employees and officers under A.R.S. §38-621 through A.R.S. §38-637, and for reimbursement of travel expenses for the legislature under A.R.S. §41-1103 and A.R.S. §41-1104. Further, Arizona statutes authorize the Department of Administration to define and implement policies and procedures to administer these statutes. However, these statutes are not all encompassing; please refer to Supplement II of the State Travel Policy for a compiled listing of Arizona statutes and other relevant authority applicable to State travel.

PRELIMINARY NOTES

The Technical Bulletin is intended to be in effect until the new Travel Card program has been fully implemented. Section II-D, IV, L, Travel Advances in the State of Arizona Accounting Manual, dated January 1, 2008, is held in abeyance until this Technical Bulletin is canceled

DEFINITIONS

ADOA – Arizona Department of Administration.

Agency head – The chief executive officer of any department, authority, board, commission, council, administration, court, registrar, office, institution, or other entity in the executive, legislative, or judicial branch of Arizona Government. For the purposes of this policy, agency head may also include the agency head designee. Any delegation of this authority must be documented in writing, maintained by the agency and be available for review or audit.

Central Payroll – A unit of the GAO primarily occupied with matters relating to the statewide payroll.

Corporate Travel Card – The State contracted employee liability credit card provided to State employees that may be used to purchase airfare (if permitted by internal agency policies), lodging, car rental, other transportation charges, other miscellaneous travel charges, and meal expenses in connection with travel on State business.

GAO – The Arizona Department of Administration, General Accounting Office.

HRIS – Human Resource Information Solution. The statewide human resources, benefits, and payroll system used to also pay Employee travel reimbursements.

State Employee – Any full- or part-time individual paid under the authority of any payroll system of the Government of the State of Arizona or any public officer, deputy, board or commission member. To be defined as an officer of the state, the person must be participating on a board, commission, authority, council or committee created by law, the Governor or by an Agency Head with the proper authorization to create such an entity.

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State Travel Policy – Those sections of the following publications dealing with matters of travel and lodging: the Arizona Revised Statutes; the Arizona Administrative Code; the Arizona Accounting Manual; and, Technical Bulletins issued by the General Accounting Office of the Arizona Department of Administration.

Travel Card Program – The system of administering State contracted credit accounts relating to travel. The Travel Card Program extends to include both the Corporate Travel Card and the Central Travel Account.

Travel – For purposes of determining travel status, the traveler must be on official State business. Travel begins when the traveler leaves the personal residence or duty post, whichever occurs last, and ends when the traveler returns to the personal residence or duty post, whichever occurs first. To be eligible for lodging, and meal expenses, the traveler must travel outside a radius of 50 miles from the traveler's personal residence and duty post. Refer to the Meal Qualification Schedule to determine a traveler's meal eligibility.

Traveler – Every public officer, deputy or employee of the State, or of any department, institution or agency; and member of any board, commission or other agency of the State. To be defined as an officer of the state, the person must be participating on a board, commission, authority, council or committee created by law, the Governor by an Agency Head with the proper authorization to create such an entity.

INTRODUCTION

THE FOLLOWING PROCESS APPLIES TO THE ISSUING AND RECOVERING OF TRAVEL ADVANCES BEGINNING JANUARY 2008 AND LASTING UNTIL THE TRAVEL CARD PROGRAM INITIAL RAMP UP IS COMPLETE (ROUGHLY MARCH 2008). AT THAT TIME, A FORMAL NOTICE WILL BE ISSUED TO CANCEL THIS TECHNICAL BULLETIN.

Due to the initial ramp-up time being required to implement the Travel Card program, the GAO is issuing temporary procedures for processing and recovering Travel Advances. To accommodate the needs of the agencies, the GAO is providing two processes which can be used when issuing Travel Advances:

- ✚ **Process 1** – Travel Advance will be issued through HRIS using the Travel Reimbursements Entry Form (ZR35.2). To ensure proper payment to the employee, agencies will need to plan in advance to ensure the employee receives the payment prior to the commencement of the trip.
- ✚ **Process 2** – This process should **ONLY** be used when it is not possible to use Process 1. Agencies and travelers should plan travel so that Process 1 can be used as the primary method for issuing advances. Travel Advances will be issued through HRIS using the Manual Payment Form (ZR80.1).

With Travel Advances being issued through HRIS, this allows the agency a more defined process when the Travel Advance is being recovered. Agencies may be allowed to use AFIS for this process, but this method will require advance approval from the State Comptroller.

POLICY

To reduce the potential liability for the State with regards to Travel Advances, the following requirements must be met before the travel advance is issued:

- A. The employee must be expected to be in travel status for at least 3 consecutive days.
- B. The advance request is limited to amounts that are expected to be incurred for lodging and meals.
- C. The amount of the request is limited to 80% of the expected lodging and meals.
- D. The amount of the request cannot be less than \$100.00.

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B. Input the Travel Advance Request into HRIS using the Travel Reimbursements Entry Form (ZR35.2).

After clicking 'Add'

- C. Notify the traveler that the request has been issued and to expect the funds in his/her next bi-weekly pay.
- D. Note the Travel Advance and track when the Travel Claim is submitted. Once the Travel Claim is submitted, follow the steps outlined in the Process to recover a Travel Advance.

II. Process to request a Travel Advance using the HRIS Manual Payment Form (ZR80.1).

When an agency has an emergency or does not have enough time to issue the advance through the normal cycle an expedited request can be processed using the Manual Payment Form (ZR80.1). It is recommended that this process be used sparingly and as the last resort. In this situation, the travel advance will be processed as a manual payment through HRIS and the funds will not go direct deposit. The GAO will review all requests that come in through this process and may delete the request if it does not follow the stated policies. The following process should be followed to issue the travel advance to the employee:

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A. Complete the GAO-509A-EHRIS – State of Arizona Request for Expedited Travel Advance – HRIS

STATE OF ARIZONA REQUEST FOR AN EXPEDITED TRAVEL ADVANCE - HRIS													
EMPLOYEE:							DEPARTMENT/DIVISION/SECTION:						
EIN:							DATES OF TRAVEL: FROM: _____ TO: _____						
DESTINATION(S) OF TRAVEL:													
PURPOSE OF TRAVEL:													
<p>Travel advances not supported by a travel claim in a timely manner (30 working days) may be deducted from any salary, wages, or travel expense reimbursement due to the traveler. (A.R.S. §35 -192.02B).</p> <p>Present policy generally limits the maximum amount advance to 80% of allowable estimated travel expense (meals and lodging). Advances cannot be made for less than three (3) consecutive days in travel status.</p>													
<p>By my signature, I AGREE to use any travel advance given to me for valid travel expenditures/transactions that are in compliance with Statewide Travel Policy and for a valid public purpose that is consistent with all applicable statutes, laws, appropriations, grants and contracts. I AUTHORIZE the assignment of my travel claims to the Agency as repayment of the travel advances given to me. I AGREE that if the amount of my travel claim is less than the amount advanced to me the difference can be deducted from any salary, wages, or travel expense reimbursement due to me. In any event, I will return the difference to the Department within 30 working days from the date on which the travel is completed. (A.R.S. §35 - 192.02B).</p>													
												_____/_____/_____ Employee's Signature and Date	
<p>I hereby CERTIFY the employee named above will be traveling on authorized state business.</p>													
												_____/_____/_____ Supervisor's EIN Supervisor's Signature Date	
<p>The above named individual is</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> <p>for a travel advance.</p>													
												_____/_____/_____ Agency Head's EIN Agency Head's Signature Date	
IN STATE TRAVEL							OUT OF STATE TRAVEL						
Pay Code	COBJ						Pay Code	COBJ					
922	6531	LODGING:	_____	X 80% =	_____	922	6531	LODGING:	_____	X 60% =	_____		
923	6541	MEALS:	_____	X 80% =	_____	933	6541	LODGING:	_____	X 60% =	_____		
945	6571	TOTAL ADVANCE:	_____			945	6571	TOTAL ADVANCE:	_____				
ACCOUNTING OFFICE USE ONLY													
ENTRY WILL BE DONE ON THE MANUAL PAYMENT FORM (ZR80.1) IN HRIS – MUST BE COMPLETED BY THE AGENCY PAYROLL OFFICE.													
BATCH													
Company (1)		Batch (Auto-Assigned)			Employee (5-6)		Deduction Cycle/Time Accrual Flag		Payment Number (Auto Assigned)				
							Deduction Cycle – 8						
FC	Pay Code	Rate	Date	Status	Shift	Pay Dist	Attend Code	Exp Acct Box 1 - AFUND	Exp Acct - Box 2 Accounting Unit	Exp Acct - Box 3 COBJ	Exp Acct - Box 4 - AY	Activity - Box 1	Activity - Box 2 - Acct Category
				N/A	N/A		N/A						
				N/A	N/A		N/A						
				N/A	N/A		N/A						
<p>I certify that sufficient appropriation and monies are available for this expenditure, and that I am authorized to disburse these monies.</p>													
Approved by: _____												Date: _____	
State Comptroller Approval: _____												Date: _____	
GAO-509A-EHRIS (12-07)													

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- B. Forward Travel Advance Form to Agency Payroll Office for Input. As with any manual payment request, the Agency Payroll Office must complete the ‘Request to Review and Process Manual Payroll Warrants – GAO-99A’.
- C. Agency Payroll will input the Travel Advance using the Manual Payment Form (ZR80.1). It is critical to follow the GAO Instructions on ‘Manual Payment – Travel Advance Entry’.

The screenshot shows the 'Manual Payment (ZR80.1)' interface in the HRIS system. At the top, there are navigation buttons: Calculate, Calculate; Add, Inquire, Change, No Calculate; Add, PageDown, and PageUp. The main form area includes:

- Company:** 1
- Employee:** 121047 (DUCK, DONALD T.)
- Bank Code:** [Empty]
- Payment Number:** [Empty]
- No Calc Deduction Selection:** [Empty]

Time Records Table:

FC	Code	Hours	Rate	Date	Status	Shift	Pay Dist	Attend Code
A	945		800.00	01/05/2008	M			

Expenses Process Section:

- Level:** AD100
- Department:** ADHRD
- Expense Account:** 1000 AD13000
- Activity:** 6571 2008 AD10700
- Dropdown:** 22222

- D. Travel Advance will be reviewed by the GAO Central Payroll Office
 - If the Travel Advance does not meet the requirements, it will be deleted from the system. In this case the agency will be notified as to the problem by the GAO, and it will be up to the agency to determine how to proceed.
 - If the Travel Advance is approved, it will be processed by the GAO during the normal daily manual payment cycle.
- E. If approved, the Agency will receive the Manual Warrant the next day, and must pick up the funds and distribute to the traveler.
- F. Note the Travel Advance and track when the Travel Claim is submitted. Once the Travel Claim is submitted, follow the steps outlined in the Process to recover a Travel Advance.

III. Process to recover a Travel Advance and record a Travel Claim, both issued in HRIS

Upon the employee’s return from a trip that involved a Travel Advance, it is important that the right recovery steps be followed. If the Travel Advance was issued through HRIS, the following steps should be performed:

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- A. Obtain the completed and signed Travel Claim Form
- B. Input the recover amount for the Travel Advance. To do this, you will input a negative amount on the ZR35.2 using pay code 945. This amount should be the full amount of the Travel Advance issued to the employee.

F Pay C Code	Reimbursement Amount	Time Rec Date	Pay Dist	Process Level	Dept	AFund	Accounting Unit	COBJ	AY
A 945	800.00	01/05/2008	N		Activity AD10700	1000	AC14605	6571	2008
A 932	485.58	01/11/2008	N		Activity AD10700	1000	AC14605	ZZZZZ	
A 930	285.63	01/10/2008	N		Activity AD10700	1000	AC14605	ZZZZZ	
A 933	125.64	01/11/2008	N		Activity AD10700	1000	AC14605	ZZZZZ	

- C. On the ZR35.2 in the same batch, key the remaining items as outlined on the employee’s travel claim form. It is important that you code the amounts using the correct pay codes. (See screen shot above).
- D. Record the Batch Number on the Travel Claim Form and inform the Employee that the request has been processed and will appear in his/her bi-weekly pay. The employee should be advised the following:
 - If the Advance was more than the expenses, the difference will be withheld from his/her wages.
 - If the Advance was less than the expenses, the employee will see the difference in his/her next bi-weekly pay check.

F Pay C Code	Reimbursement Amount	Time Rec Date	Pay Dist	Process Level	Dept	AFund	Accounting Unit	COBJ	AY
RV900 945	800.00	01/05/2008	N		Activity AD10700	1000	AC14605	6571	2008
932	485.58	01/11/2008	N		Activity AD10700	1000	AC14605	6631	2008
930	285.63	01/10/2008	N		Activity AD10700	1000	AC14605	6611	2008
933	125.64	01/11/2008	N		Activity AD10700	1000	AC14605	6641	2008

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Note: Travel Claim and Advance recovery will only be processed on a Manual Warrant if the employee is being terminated.

ON-LINE AVAILABILITY

Copies of all Technical Bulletins and many GAO Forms are available for viewing and downloading from the General Accounting Office Website located at:

<http://www.gao.state.az.us>

AREAS IMPACTED

All State agencies.

CONTACTS

If you have any questions concerning this Technical Bulletin, please contact your GAO Liaison. You may also e-mail questions or comments concerning State policy and procedure to us at:

gaowebmr@azdoa.gov