

ADVANCED TRAVEL PROCEDURES

Please refer to the Fiscal Policy and Procedures Manual, Section 6-26 through Section 6-30 (available on Comptroller's website (www.comptroller.alabama.gov)).

ADVANCE TRAVEL/PREPAID TRAVEL BACKGROUND

Code of Alabama 1975, §36-7-24 and 36-7-25, as amended, authorizes advances for travel and prepayment of travel expenses for officers and employees of the state when traveling within or outside of the state on official business. Travel advances are defined as payments made directly to the traveler prior to the travel event. Prepayment of travel expenses is defined as payments made directly to a vendor prior to the travel event. It will be the department's responsibility to maintain detail accounting records of travel advances and prepaid travel expenses for audit purposes.

No travel advances or prepayment of expenses will be made from one fiscal year's appropriation when the trip is to be made in a different fiscal year (travel advance or prepayment of expenses cannot be made with funds from the current budget fiscal year appropriation when the trip will occur in the following budget fiscal year). Payment vouchers related to advance travel or prepayment of travel expenses must be processed in the fiscal year that the trip occurs or in the thirteenth accounting period for that fiscal year. Cash receipts for refunds of advance travel received after the end of the fiscal year will be coded to the current fiscal year and prior budget year.

INITIAL STEPS FOR APPROVAL

The traveler should complete form FRMS-4 Exhibit 6-5-7, and it must be signed by the traveler, notarized, and be approved by the department head. Advance travel and prepayment of travel expenses are allowed at the discretion of the department head. The dollar amount to be advanced and/or prepaid must be indicated on the form in the proper column. The amount advanced and/or prepaid may not exceed the amount on form FRMS-4. The employee and the department head must initial any alterations on the form.

Things to keep in mind:

****If a traveler waives any portion of travel expenses to which he is entitled by law, a voluntary waiver of these benefits must be affixed to the travel statement and signed by the traveler. The traveler's signature as part of the required affidavit does not suffice.**

****Any personal time taken in conjunction with an out-of-state travel claim must be included in the Out-of-state Authorization signed by the Governor or designated official, even if no cost will be incurred by the State.**

****Due to the new In-State travel process (where travel is paid in the employee's paycheck), please plan to process the travel payment vouchers in advance.**

IN-STATE ADVANCE TRAVEL PAYMENT PROCESS

Two payment vouchers are always involved. The first one references the travel expenditure object and sub-object codes (0300-13) for the advance itself. For all in-state travel and all out-of-state employee subsistence travel, balance sheet code 2098 must also be used.

Step 1 – Entering the initial advance travel payment voucher.

EXAMPLE

LINE 01

FUNCTION:	DOCID: PVQ AGC XAGC0000001
STATUS: ACCPT	BATID: ORG: 001-001 OF 002
H-	QUICK PAYMENT VOUCHER INPUT FORM
DATE:	ACCT PRD: BFY: ACT: E
VENDOR CODE: 123456789 00	SCH PAY DATE:
NAME: JANE DOE	OFF LIAB ACCT:
ADDRESS: 123 EASY STREET	DOCUMENT TOTAL: 0.00
	CALC DOC TOTAL: 0.00
ANYTOWN AL 35000	FA IND:
EFT IND: N APPLICATION TYPE: SINGLE CHECK FLAG: Y CHECK CATEGORY: A1	
LN COM	
NO REF CD/NUMBER/LN LN VI NUMBER/LN DESCRIPTION	

FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB JOB NO RCAT BS ACCT	

DISC TYPE LINE AMOUNT I/D P/F QUANTITY I/D	

01- 01	01/30-02/03
0123 AGC 4567 123	0300 13
150.00 I	

LINE 02

FUNCTION:	DOCID: PVQ AGC XAGC0000001
STATUS: ACCPT	BATID: ORG: 002-002 OF 002
H-	QUICK PAYMENT VOUCHER INPUT FORM
DATE:	ACCT PRD: BFY: ACT: E
VENDOR CODE: 123456789 00	SCH PAY DATE:
NAME: JANE DOE	OFF LIAB ACCT:
ADDRESS: 123 EASY STREET	DOCUMENT TOTAL: 0.00
	CALC DOC TOTAL: 0.00
ANYTOWN AL 35000	FA IND:
EFT IND: N APPLICATION TYPE: SINGLE CHECK FLAG: Y CHECK CATEGORY: A1	
LN COM	
NO REF CD/NUMBER/LN LN VI NUMBER/LN DESCRIPTION	

FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB JOB NO RCAT BS ACCT	

DISC TYPE LINE AMOUNT I/D P/F QUANTITY I/D	

01- 02	01/30-02/03
0123 AGC 4567	2098
150.00 D	

Note: Once this Payment Voucher is approved in STAARS, a Journal Voucher will be created (during the next payroll cycle) in GHRIS (the JV will be sent to STAARS and to AFNS) to reduce the outstanding balance sheet code 2098 for the Payment Voucher. Also a Manual Warrant transaction will be created & sent to AFNS – to close out the Payment Voucher in AFNS.

Step 2 - Second payment voucher to move the expenditures to the appropriate expenditure code(s). The second payment voucher, after the trip, decreases the original expenditure code and charges it to the appropriate expenditure object/sub-object code(s). Again balance sheet code 2098 must also be referenced on the payment voucher.

➤ **Scenario 1** – Advance travel payment was the *exact amount* of the travel expenses.

The exact amount of travel (which was the same as the travel advance) will be coded to the advanced travel object code as a decrease and the appropriate expenditure codes(s) will be charged as an increase. The second payment voucher will also have an additional line for \$0, referencing balance sheet code 2098.

EXAMPLE – 2nd PV in the Advanced Travel process
(using data from example of the 1st payment voucher above – Step #1)

LINE 01

```

FUNCTION:                DOCID: PVQ  AGC  XAGC0000002
STATUS: ACCPT           BATID:                ORG:                001-001 OF 003
H-                       QUICK PAYMENT VOUCHER INPUT FORM
DATE:                   ACCT PRD:             BFY:                ACT: E
VENDOR CODE: 123456789 00          SCH PAY DATE:
NAME: JANE DOE                OFF LIAB ACCT:
ADDRESS: 123 EASY STREET          DOCUMENT TOTAL:                0.00
                                   CALC DOC TOTAL:                0.00
                                   ANYTOWN                AL 35000                FA IND:
EFT IND: N APPLICATION TYPE: SINGLE CHECK FLAG: Y CHECK CATEGORY: A1
LN                               COM
NO REF CD/NUMBER/LN            LN  VI NUMBER/LN            DESCRIPTION
-----
FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
-----
DISC TYPE  LINE AMOUNT  I/D P/F  QUANTITY  I/D
-----
01- 01
0123 AGC  4567    123                0300 13
150.00  D
  
```

LINE 02

```

FUNCTION:                DOCID: PVQ  AGC  XAGC0000002
STATUS: ACCPT           BATID:                ORG:                002-002 OF 003
H-                       QUICK PAYMENT VOUCHER INPUT FORM
DATE:                   ACCT PRD:             BFY:                ACT: E
VENDOR CODE: 123456789 00          SCH PAY DATE:
NAME: JANE DOE                OFF LIAB ACCT:
ADDRESS: 123 EASY STREET          DOCUMENT TOTAL:                0.00
                                   CALC DOC TOTAL:                0.00
                                   ANYTOWN                AL 35000                FA IND:
EFT IND: N APPLICATION TYPE: SINGLE CHECK FLAG: Y CHECK CATEGORY: A1
LN                               COM
NO REF CD/NUMBER/LN            LN  VI NUMBER/LN            DESCRIPTION
-----
FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
-----
DISC TYPE  LINE AMOUNT  I/D P/F  QUANTITY  I/D
-----
01- 02
0123 AGC  4567    123                0300 09
150.00  I
  
```

LINE 03

FUNCTION:	DOCID: PVQ AGC XAGC0000002									
STATUS: ACCPT	BATID:	ORG:	003-003 OF 003							
H-	QUICK PAYMENT VOUCHER INPUT FORM									
DATE:	ACCT PRD:	BFY:	ACT: E							
VENDOR CODE: 123456789 00	NAME: JANE DOE		SCH PAY DATE:							
ADDRESS: 123 EASY STREET	ANYTOWN AL 35000		OFF LIAB ACCT:							
			DOCUMENT TOTAL: 0.00							
			CALC DOC TOTAL: 0.00							
			FA IND:							
EFT IND: N	APPLICATION TYPE:	SINGLE CHECK	FLAG: Y	CHECK CATEGORY: A1						
LN	COM									
NO	REF CD/NUMBER/LN	LN	VI NUMBER/LN	DESCRIPTION						

FUND	AGCY	ORG/SUB	APPR UNIT	ACTV FUNC OBJ/SUB	REV/SUB	JOB NO	RCAT	BS	ACCT	

DISC	TYPE	LINE	AMOUNT	I/D	P/F	QUANTITY	I/D			

01-	03						ADVANCE TRAVEL			
	0123	AGC	4567						2098	
			0.00							

Notes:

- The words “**ADVANCE TRAVEL**” **must** be keyed into the ‘Description’ field of the balance sheet code 2098 line - allowing the \$0 line to integrate to STAARS.
- If agency needs to modify the 2nd payment voucher down to zero and start over on a new payment voucher, please ensure the zeroed out payment voucher has an “H” (for hold) in the AFNS SCHED table ‘Hold Ind’ field (this will keep the payment voucher from integrating to STAARS).
- If agency needs to modify the 2nd payment voucher lines (for example incorrect coding – fund, organization, etc) or if the line referencing balance sheet code 2098 has incorrect coding (fund, organization, etc), the line(s) referenced on the payment voucher modification should not have “Advance Travel” keyed in the ‘Description’ field (keeping the incorrect line(s) from integrating to STAARS).
- Once this Payment Voucher is approved in STAARS, a Journal Voucher will not be created in GHRS to reduce the outstanding balance sheet code 2098 for the Payment Voucher – as this Payment Voucher has a \$0.00 amount in balance sheet code 2098. In addition, a Manual Warrant transaction will not be created & sent to AFNS. In order to close out the Payment Voucher in AFNS, the agency will have to manually enter a Manual Warrant transaction into AFNS - using the same coding & dollar amounts as the Payment Voucher, as well as the same transaction number for both documents.

Example:

Payment Voucher transaction number is XAGC0000002
Manual Warrant transaction number will be XAGC0000002

- **Scenario 2** – Advance travel payment was more than the travel expenses and the employee owes agency money.

If the traveler has to pay the state back some of the cash advanced, the advance travel will be reversed using a decrease to expenditure object 0300 13 for the amount of the advance on the first line. The next line(s) will reflect the actual travel expenditures that were used. The final line will be coded to balance sheet code 2098 without an expenditure object for the amount that the traveler owes the state. The net effect should be a zero payment voucher.

EXAMPLE – 2nd PV in the Advanced Travel process
(using data from example of the 1st payment voucher above – Step #1)

LINE 01

FUNCTION:	DOCID: PVQ AGC XAGC0000002
STATUS: ACCPT	BATID: ORG: 001-001 OF 003
H-	QUICK PAYMENT VOUCHER INPUT FORM
DATE:	ACCT PRD: BFY: ACT: E
VENDOR CODE: 123456789 00	SCH PAY DATE:
NAME: JANE DOE	OFF LIAB ACCT:
ADDRESS: 123 EASY STREET	DOCUMENT TOTAL: 0.00
	CALC DOC TOTAL: 0.00
ANYTOWN AL 35000	FA IND:
EFT IND: N APPLICATION TYPE: SINGLE CHECK FLAG: Y CHECK CATEGORY: A1	
LN COM	
NO REF CD/NUMBER/LN LN VI NUMBER/LN DESCRIPTION	

FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB JOB NO RCAT BS ACCT	

DISC TYPE LINE AMOUNT I/D P/F QUANTITY I/D	

01- 01	01/30-02/03/XX
0123 AGC 4567 123 0300 13	
150.00 D	

LINE 02

FUNCTION:	DOCID: PVQ AGC XAGC0000002
STATUS: ACCPT	BATID: ORG: 002-002 OF 003
H-	QUICK PAYMENT VOUCHER INPUT FORM
DATE:	ACCT PRD: BFY: ACT: E
VENDOR CODE: 123456789 00	SCH PAY DATE:
NAME: JANE DOE	OFF LIAB ACCT:
ADDRESS: 123 EASY STREET	DOCUMENT TOTAL: 0.00
	CALC DOC TOTAL: 0.00
ANYTOWN AL 35000	FA IND:
EFT IND: N APPLICATION TYPE: SINGLE CHECK FLAG: Y CHECK CATEGORY: A1	
LN COM	
NO REF CD/NUMBER/LN LN VI NUMBER/LN DESCRIPTION	

FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB JOB NO RCAT BS ACCT	

DISC TYPE LINE AMOUNT I/D P/F QUANTITY I/D	

01- 02	01/30-02/03/XX
0123 AGC 4567 123 0300 09	
140.00 I	

LINE 03

FUNCTION:	DOCID: PVQ AGC XAGC0000002		
STATUS: ACCPT	BATID:	ORG:	003-003 OF 003
H-	QUICK PAYMENT VOUCHER INPUT FORM		
DATE:	ACCT PRD:	BFY:	ACT: E
VENDOR CODE: 123456789 00	NAME: JANE DOE		SCH PAY DATE:
ADDRESS: 123 EASY STREET	ANYTOWN AL 35000		OFF LIAB ACCT:
			DOCUMENT TOTAL: 0.00
			CALC DOC TOTAL: 0.00
			FA IND:
EFT IND: N	APPLICATION TYPE:	SINGLE CHECK FLAG: Y	CHECK CATEGORY: A1
LN	COM		
NO REF CD/NUMBER/LN	LN	VI NUMBER/LN	DESCRIPTION

FUND AGCY ORG/SUB	APPR UNIT ACTV	FUNC OBJ/SUB	REV/SUB JOB NO RCAT BS ACCT

DISC TYPE	LINE AMOUNT	I/D P/F	QUANTITY I/D

01- 03			ADVANCE TRAVEL
0123 AGC 4567			2098
	10.00 I		

Notes:

- If agency needs to modify the 2nd payment voucher down to zero and start over on a new payment voucher, please ensure the zeroed out payment voucher has an "H" (for hold) in the AFNS SCHED table 'Hold Ind' field (this will keep the payment voucher from integrating to STAARS).
- If agency needs to modify the 2nd payment voucher lines (for example incorrect coding – fund, organization, etc) or if the line referencing balance sheet code 2098 has incorrect coding (fund, organization, etc), the line(s) referenced on the payment voucher modification should not have "Advance Travel" keyed in the 'Description' field (keeping the incorrect line(s) from integrating to STAARS).
- Once this Payment Voucher is approved in STAARS, a Journal Voucher will be created (during the next payroll cycle) in GHRIS (the JV will be sent to STAARS and to AFNS) to reduce the outstanding balance sheet code 2098 for the Payment Voucher. Also a Manual Warrant transaction will be created & sent to AFNS – to close out the Payment Voucher in AFNS.

LINE 03

FUNCTION:	DOCID: PVQ AGC XAGC0000002		
STATUS: ACCPT	BATID:	ORG:	003-003 OF 003
H-	QUICK PAYMENT VOUCHER INPUT FORM		
DATE:	ACCT PRD:	BFY:	ACT: E
VENDOR CODE: 123456789 00		SCH PAY DATE:	
NAME: JANE DOE		OFF LIAB ACCT:	
ADDRESS: 123 EASY STREET		DOCUMENT TOTAL:	0.00
		CALC DOC TOTAL:	0.00
ANYTOWN	AL 35000	FA IND:	
EFT IND: N APPLICATION TYPE:	SINGLE CHECK FLAG: Y	CHECK CATEGORY: A1	
LN	COM		
NO REF CD/NUMBER/LN	LN VI NUMBER/LN	DESCRIPTION	

FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB	REV/SUB	JOB NO	RCAT BS ACCT

DISC TYPE	LINE AMOUNT	I/D P/F	QUANTITY I/D

01- 03			
0123 AGC 4567			2098
	10.00 D		

Note: Once this Payment Voucher is approved in STAARS, a Journal Voucher will be created (during the next payroll cycle) in GHRIS (the JV will be sent to STAARS and to AFNS) to reduce the outstanding balance sheet code 2098 for the Payment Voucher. Also a Manual Warrant transaction will be created & sent to AFNS – to close out the Payment Voucher in AFNS.

Scenario 4 – Advance travel payment was made for the travel expenses. However, the employee did not go on the trip and the *employee owes agency money*.

If the traveler has to refund all of the cash advanced, the advanced travel will be reversed using a decrease to expenditure object 0300 13 for the amount of the advance on the first line. The final line will be coded to balance sheet code 2098 without an expenditure object for the total amount that the traveler owes the state. The net effect should be a zero payment voucher.

EXAMPLE – 2nd PV in the Advanced Travel process
(using data from example of the 1st payment voucher above – Step #1)

LINE 01

FUNCTION:	DOCID: PVQ AGC XAGC0000002
STATUS: ACCPT	BATID: ORG: 001-001 OF 002
H-	QUICK PAYMENT VOUCHER INPUT FORM
DATE:	ACCT PRD: BFY: ACT: E
VENDOR CODE: 123456789 00	SCH PAY DATE:
NAME: JANE DOE	OFF LIAB ACCT:
ADDRESS: 123 EASY STREET	DOCUMENT TOTAL: 0.00
	CALC DOC TOTAL: 0.00
ANYTOWN AL 35000	FA IND:
EFT IND: N APPLICATION TYPE: SINGLE CHECK FLAG: Y CHECK CATEGORY: A1	
LN COM	
NO REF CD/NUMBER/LN LN VI NUMBER/LN DESCRIPTION	

FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB JOB NO RCAT BS ACCT	

DISC TYPE LINE AMOUNT I/D P/F QUANTITY I/D	

01- 01	01/30-02/03/XX
0123 AGC 4567 123	0300 13
	150.00 D

LINE 02

FUNCTION:	DOCID: PVQ AGC XAGC0000002
STATUS: ACCPT	BATID: ORG: 003-003 OF 003
H-	QUICK PAYMENT VOUCHER INPUT FORM
DATE:	ACCT PRD: BFY: ACT: E
VENDOR CODE: 123456789 00	SCH PAY DATE:
NAME: JANE DOE	OFF LIAB ACCT:
ADDRESS: 123 EASY STREET	DOCUMENT TOTAL: 0.00
	CALC DOC TOTAL: 0.00
ANYTOWN AL 35000	FA IND:
EFT IND: N APPLICATION TYPE: SINGLE CHECK FLAG: Y CHECK CATEGORY: A1	
LN COM	
NO REF CD/NUMBER/LN LN VI NUMBER/LN DESCRIPTION	

FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB JOB NO RCAT BS ACCT	

DISC TYPE LINE AMOUNT I/D P/F QUANTITY I/D	

01- 03	
0123 AGC 4567	2098
	150.00 I

Note: Once this Payment Voucher is approved in STAARS, a Journal Voucher will be created (during the next payroll cycle) in GHRIS (the JV will be sent to STAARS and to AFNS) to reduce the outstanding balance sheet code 2098 for the Payment Voucher. Also a Manual Warrant transaction will be created & sent to AFNS – to close out the Payment Voucher in AFNS.

OUT-OF-STATE ADVANCE TRAVEL PAYMENT PROCESS (nontaxable)

Two payment vouchers are always involved. The first one references the travel expenditure object and sub-object codes (0400-13) for the advance itself.

Step 1 – entering the initial advance travel payment voucher

EXAMPLE

LINE 01

FUNCTION:	DOCID: PVQ AGC XAGC0000001								
STATUS: ACCPT	BATID:	ORG:	001-001 OF 001						
H-	QUICK PAYMENT VOUCHER INPUT FORM								
DATE:	ACCT PRD:	BFY:	ACT: E						
VENDOR CODE: 123456789 00	SCH PAY DATE:								
NAME: JANE DOE	OFF LIAB ACCT:								
ADDRESS: 123 EASY STREET	DOCUMENT TOTAL:		150.00						
	CALC DOC TOTAL:		150.00						
	ANYTOWN	AL 35000	FA IND:						
EFT IND: N	APPLICATION TYPE:	SINGLE CHECK	FLAG: Y	CHECK CATEGORY: A1					
LN	COM								
NO REF CD/NUMBER/LN	LN	VI NUMBER/LN	DESCRIPTION						

FUND	AGCY	ORG/SUB	APPR UNIT	ACTV FUNC OBJ/SUB	REV/SUB	JOB NO	RCAT	BS	ACCT

DISC	TYPE	LINE	AMOUNT	I/D	P/F	QUANTITY	I/D		

01-	01				01/30-02/03				
	0123	AGC	4567	123		0400	13		
				150.00	I				

Step 2 - second payment voucher to move the expenditures to the appropriate expenditure code(s). The second payment voucher, after the trip, decreases the original expenditure code and charges it to the appropriate expenditure object/sub-object code(s).

➤ **Scenario 1** – Advance travel payment was the exact amount of the travel expenses.

The exact amount of travel (which was the same as the travel advance) will be coded to the appropriate expenditure code(s) (reducing the accounts receivable).

EXAMPLE – 2nd PV in the Advanced Travel process
(using data from example of the 1st payment voucher above – Step #1)

LINE 01

FUNCTION:	DOCID: PVQ AGC XAGC0000002		
STATUS: ACCPT	BATID:	ORG:	001-001 OF 002
H-	QUICK PAYMENT VOUCHER INPUT FORM		
DATE:	ACCT PRD:	BFY:	ACT: E
VENDOR CODE: 123456789 00			SCH PAY DATE:
NAME: JANE DOE			OFF LIAB ACCT:
ADDRESS: 123 EASY STREET			DOCUMENT TOTAL: 0.00
			CALC DOC TOTAL: 0.00
	ANYTOWN	AL 35000	FA IND:
EFT IND: N APPLICATION TYPE:	SINGLE CHECK FLAG: Y CHECK CATEGORY: A1		
LN	COM		
NO REF CD/NUMBER/LN	LN	VI NUMBER/LN	DESCRIPTION

FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB	REV/SUB	JOB NO	RCAT BS ACCT

DISC TYPE	LINE AMOUNT	I/D P/F	QUANTITY I/D

01- 01		01/30-02/03/XX	
0123 AGC 4567	123		0400 13
	150.00	D	

LINE 02

FUNCTION:	DOCID: PVQ AGC XAGC0000002		
STATUS: ACCPT	BATID:	ORG:	002-002 OF 002
H-	QUICK PAYMENT VOUCHER INPUT FORM		
DATE:	ACCT PRD:	BFY:	ACT: E
VENDOR CODE: 123456789 00			SCH PAY DATE:
NAME: JANE DOE			OFF LIAB ACCT:
ADDRESS: 123 EASY STREET			DOCUMENT TOTAL: 0.00
			CALC DOC TOTAL: 0.00
	ANYTOWN	AL 35000	FA IND:
EFT IND: N APPLICATION TYPE:	SINGLE CHECK FLAG: Y CHECK CATEGORY: A1		
LN	COM		
NO REF CD/NUMBER/LN	LN	VI NUMBER/LN	DESCRIPTION

FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB	REV/SUB	JOB NO	RCAT BS ACCT

DISC TYPE	LINE AMOUNT	I/D P/F	QUANTITY I/D

01- 02		01/30-02/03/XX	
0123 AGC 4567	123		0400 03
	150.00	I	

- **Scenario 2** – Advance travel payment was more than the travel expenses and the employee owes agency money.

If the traveler has to refund some of the cash advanced, it is deposited as a refund against disbursements (which will reduce the initial expenditure). Therefore, only the difference (the amount that was actually spent out of the advance) will be coded to the appropriate expenditure code(s) (reducing the accounts receivable even further by the remaining amount). In this scenario, since part of the cash advance has been returned and deposited, the second payment voucher will be for a lesser amount than the first payment voucher.

EXAMPLE – 2nd PV in the Advanced Travel process
(using data from example of the 1st payment voucher above – Step #1)

LINE 01

FUNCTION:	DOCID: PVQ AGC XAGC0000002
STATUS: ACCPT	BATID: ORG: 001-001 OF 002
H-	QUICK PAYMENT VOUCHER INPUT FORM
DATE:	ACCT PRD: BFY: ACT: E
VENDOR CODE: 123456789 00	SCH PAY DATE:
NAME: JANE DOE	OFF LIAB ACCT:
ADDRESS: 123 EASY STREET	DOCUMENT TOTAL: 0.00
	CALC DOC TOTAL: 0.00
ANYTOWN AL 35000	FA IND:
EFT IND: N APPLICATION TYPE: SINGLE CHECK FLAG: Y CHECK CATEGORY: A1	
LN COM	
NO REF CD/NUMBER/LN LN VI NUMBER/LN DESCRIPTION	

FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB JOB NO RCAT BS ACCT	

DISC TYPE LINE AMOUNT I/D P/F QUANTITY I/D	

01- 01	01/30-02/03/XX
0123 AGC 4567 123	0400 13
	140.00 D

LINE 02

FUNCTION:	DOCID: PVQ AGC XAGC0000002
STATUS: ACCPT	BATID: ORG: 002-002 OF 002
H-	QUICK PAYMENT VOUCHER INPUT FORM
DATE:	ACCT PRD: BFY: ACT: E
VENDOR CODE: 123456789 00	SCH PAY DATE:
NAME: JANE DOE	OFF LIAB ACCT:
ADDRESS: 123 EASY STREET	DOCUMENT TOTAL: 0.00
	CALC DOC TOTAL: 0.00
ANYTOWN AL 35000	FA IND:
EFT IND: N APPLICATION TYPE: SINGLE CHECK FLAG: Y CHECK CATEGORY: A1	
LN COM	
NO REF CD/NUMBER/LN LN VI NUMBER/LN DESCRIPTION	

FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB JOB NO RCAT BS ACCT	

DISC TYPE LINE AMOUNT I/D P/F QUANTITY I/D	

01- 02	01/30-02/03/XX
0123 AGC 4567 123	0400 03
	140.00 I

- **Scenario 3** – The advanced travel was not enough to cover the cost of the trip and the agency owes the employee additional money.

If the State owes the traveler more than was advanced, the second payment voucher will record the reduction of the accounts receivable and record the increases to the appropriate expenditure object/sub-object code(s). Additional lines must be added to pay the traveler the difference (up to what they spent) for the additional amount owed to the employee.

EXAMPLE – 2nd PV in the Advanced Travel process
(using data from example of the 1st payment voucher above – Step #1)

LINE 01

```

FUNCTION:                DOCID: PVQ  AGC  XAGC0000002
STATUS: ACCPT           BATID:                ORG:                001-001 OF 002
H-                      QUICK PAYMENT VOUCHER INPUT FORM
DATE:                   ACCT PRD:             BFY:                   ACT: E
VENDOR CODE: 123456789 00          SCH PAY DATE:
NAME: JANE DOE                OFF LIAB ACCT:
ADDRESS: 123 EASY STREET        DOCUMENT TOTAL:                10.00
                                CALC DOC TOTAL:                10.00
                                ANYTOWN                AL 35000                FA IND:
EFT IND: N APPLICATION TYPE: SINGLE CHECK FLAG: Y CHECK CATEGORY: A1
LN                          COM
NO REF CD/NUMBER/LN        LN  VI NUMBER/LN        DESCRIPTION
-----
FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
-----
DISC TYPE  LINE AMOUNT  I/D P/F  QUANTITY  I/D
-----
01- 01
0123 AGC  4567    123                0400 13
150.00  D
  
```

LINE 02

```

FUNCTION:                DOCID: PVQ  AGC  XAGC0000002
STATUS: ACCPT           BATID:                ORG:                002-002 OF 002
H-                      QUICK PAYMENT VOUCHER INPUT FORM
DATE:                   ACCT PRD:             BFY:                   ACT: E
VENDOR CODE: 123456789 00          SCH PAY DATE:
NAME: JANE DOE                OFF LIAB ACCT:
ADDRESS: 123 EASY STREET        DOCUMENT TOTAL:                10.00
                                CALC DOC TOTAL:                10.00
                                ANYTOWN                AL 35000                FA IND:
EFT IND: N APPLICATION TYPE: SINGLE CHECK FLAG: Y CHECK CATEGORY: A1
LN                          COM
NO REF CD/NUMBER/LN        LN  VI NUMBER/LN        DESCRIPTION
-----
FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
-----
DISC TYPE  LINE AMOUNT  I/D P/F  QUANTITY  I/D
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01- 02
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