PROCEDURE

Effective Date: October 30, 2018
Approved By: Director, Procurement/Business Services
Authority: POL-U5348.10

PRO-U5348.10D COLLECTING PAST DUE TRAVEL ADVANCES

Action by: Travel Services
Action:

1. **Runs** TEM Travel Advance (TV) Report on the 1st business day of the month to identify Travelers with outstanding TV's to be reconciled by the 10th day of that month.

2. **Emails** the Travelers listed on the report a:
   - Reminder to reconcile TV and payback any balance due by the 10th of the month, and
   - Copy of this procedure (PRO-U5348.10D)

Action by: Traveler
Action:

3. **Reviews** reminder notice and procedure.

4. **Reconciles** the travel advance and pays back any balance due by the 10th of the month following the return date of travel in accordance with the *Reconciling Travel Expenses and Advances* procedure (PRO-U5348.10C)

5. If knows will be unable to complete Step 4 by the deadline, **promptly forwards** the reminder email to the following individuals before the 10th of the month:
   - His/her TEM Supervisor,
   - The TEM Budget Authority(ies), and
   - Travel Services (Travel.Services@wwu.edu)
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**Action by:** Traveler (cont.)
**Action:** Provides the following information in the email:
- Reason for not meeting the deadline,
- An action plan for completing the requirements, and
- Expected date of completion.

**Action by:** Supervisor and Budget Authority
**Action:** Receives extension request.

**Action by:** Supervisor
**Action:** Determines if approved or not (after consulting with those deemed necessary).

**Action by:** Travel Services
**Action:** Emails determination (including conditions of approval) to Traveler, TEM Budget Authority and Travel Services.

**Action by:** Traveler
**Action:** Forwards determination email to Accounting Services Manager as an FYI.

**Action by:** Traveler
**Action:** If the extension is:

a) Not approved, reconciles and pays back balance due by the 10th of the month (or next business day).

b) Approved, reconciles and pays back balance due by the 25th of the month (or next business day).

**Action by:** Travel Services
**Action:** Runs TEM “outstanding/past due TV” report on the 11th and the 26th of the month (or next business day).

**Action by:** Travel Services
**Action:** Identifies Traveler’s with past due reconciliations and/or past due balances.

**Action by:** Travel Services
**Action:** Notes on report any Travelers that have an approved extension.

**Action by:** Travel Services
**Action:** Within one business day, sends Notification of Adverse Action via email to the Travelers on the report with no approved extension and cc’s the:

- TEM Budget Authority of the funds that paid for the advance,
- Official Supervisor (as listed on the Traveler Profile)
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**Action by:** Supervisor and/or Financial Manager  
**Action:** Consults with the employee to understand the issues causing the delay in reconciling and/or paying the balance due.

**Action:** Provides needed assistance to the employee.

**Action:** Traveler  
**Action:** Completes requirements stated in the Notice of Adverse Action.

**Action:** Travel Services  
**Action:** Runs TEM “outstanding/past due TV report before noon on the 15th and 30th of the month (or the next business day).

**Action:** If past due balance remains for a Traveler and there is no approved extension, follows the instructions on the Past Due Travel Advance Payroll Deduction/Repayment Worksheet

**Action:** Sends completed worksheet via email to Payroll Manager.

**Action:** Files a copy of the paperwork in a Payroll Deductions file.

**Action:** Payroll Manager  
**Action:** Receives and forwards email from Travel Services to the AVP of Human Resources as an FYI.

**Action:** Follows the instructions on the Past Due Travel Advance Payroll Deduction/Repayment Worksheet.

**Action:** Payroll Manager (cont.)  
**Action:** Processes the payroll deduction (a single deduction is not to exceed 25% of the Traveler’s bi-weekly disposable
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Action by: Action:

income).

25. **Files** a copy of the payroll deduction request in the Traveler’s official personnel and payroll file.

Traveler 26. **Reconciles** and **pays back** any balance due before next payroll data due date.

27. **Notifies** supervisor and Travel Services of any continuing issues that will prevent him/her from completing Step 26.

Travel Services 28. If funds are to be returned to the Traveler following Step 26, **sends** email to the Payroll Manager with a completed *Travel Advance Payroll Deduction/Repayment Worksheet* (with cc to individuals listed in Step 14).

Payroll Manager 29. **Processes** a payroll repayment to the Traveler on the next payroll session (less interest paid).