

PROCEDURE

Effective Date: October 30, 2018

Approved By: Director, Procurement/Business Services

Authority: POL-U5348.10

See Also: PRO-U5348.10B Requesting Travel Authorization for Non-Employees
 PRO-U5348.10C Reconciling Travel Expenses and Advances
 [Website](#) Travel Services

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)

Traveler

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:

Traveler (cont.)

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.

Supervisor and Budget Authority

6. **Receives** extension request.

Supervisor

7. **Determines** if approved or not (after consulting with those deemed necessary).

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

Travel Services

9. **Forwards** determination email to Accounting Services Manager as an FYI.

Traveler

10. 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).

Travel Services

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

12. **Identifies** Traveler’s with past due reconciliations and/or past due balances.

13. **Notes** on report any Travelers that have an approved extension.

14. 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,

Travel Services (cont.)

- Official Supervisor (as listed on the Traveler Profile)

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Action by:

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and Acknowledgement Form),

- TEM Acting Supervisor (if different from Official Supervisor),
- Director of Procurement and Business Services,
- Assistant VP of Human Resources,
- Division designee, and
- TEM Data Entry Delegate.

Supervisor and/or
Financial Manager

15. **Consults** with the employee to understand the issues causing the delay in reconciling and/or paying the balance due.

16. **Provides** needed assistance to the employee.

Traveler

17. **Completes** requirements stated in the Notice of Adverse Action.

Travel Services

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

19. 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*

20. **Sends** completed worksheet via email to Payroll Manager.

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

Payroll Manager

22. **Receives** and **forwards** email from Travel Services to the AVP of Human Resources as an FYI.

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

Payroll Manager
(cont.)

24. **Processes** the payroll deduction (a single deduction is not to exceed 25% of the Traveler’s bi-weekly disposable

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Action:

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| | | 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 Manger with a completed <i>Travel Advance Payroll Deduction/Repayment Worksheet</i> (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). |