

Requesting a Travel Advance: Authorization for registration payment.

Applicable Ranks: Faculty, Students, Staff*

*Divisional administrative support personnel can acquire training to use the Web Travel application at:

<http://finance.unc.edu/finance-division/training/training-overview.html>

Travel policies website: <http://financepolicy.unc.edu/Document/results?ssCatId=30>

Step	Action	Responsible Person	Time Period
1	<p>Gather required information:</p> <ul style="list-style-type: none"> ○ Completed Travel Form ○ Prior approval required for all travel on non-grant funds and <u>all</u> foreign travel. (submit travel form to Matt Rivenbark: jmrviben@unc.edu). ○ Traveler PID (ensure that traveler is in the university’s vendor system by searching in Web Vendor – see note below. If not, add traveler to Web Vendor system.) ○ W-9 of conference group or association if not in Vendor database. ○ Departure/Destination locations, dates & times ○ Travel Purpose ○ Documents that establish costs for conference registration 	Executive Assistant/Divisional Admin Support	As soon as decision to travel has been made; it is recommended 30 days prior to registration deadline
2	<p>Create Web Travel document for routing Sign in to Finance Central <i>Inbox</i>, choose <i>Web Travel</i>, and enter the traveler’s PID. Enter the requested information in the travel form and choose <i>Authorization</i> for the Travel Type.</p>	Executive Assistant/Divisional Admin Support	2 business days
3	<p>Enter cost details : Enter the amount for registration.</p>	Executive Assistant/Divisional Admin Support	
4	<p>Complete the Web Travel form and obtain signature Print both bar code and a print version of the travel request for traveler’s signature. Submit all documents to accounting technician when signed</p>	Executive Assistant/Divisional Admin Support	
5	<p>Submit Web Travel document Review Web Travel, ensure that proper funding is available in FRS and that the correct account is being used. Approve document and rout to Travel Services to be approved, vouchered, and paid.</p>	Accounting Technician	1 day
6	<p>Follow up in Web Travel to ensure that a check for registration was paid directly to the organization.</p>	Executive Assistant/Divisional Admin Support	Approx. one week after submission

In Step #2: If the traveler’s PID is entered and an error is received that says “Valid PID but not Valid Vendor”, the Traveler will need to be entered into the Web Vendor system before continuing with remaining steps.