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STARS USER MANUAL

TRAVEL ADVANCE

INTRODUCTION

Agencies have a way to track a travel advance through the STARS Document File. The steps below explain the process.

TRAVEL ADVANCE PROCESS

1. Create a warrant advance in STARS using transaction code (TC) 223. The TC 223 will post to the Document File and to the General Ledger 1549 (Advances To\From Traveler). This provides a way to track the advance.
2. When the traveler presents their travel reimbursement form, use a TC 224 to record the travel expenses by Subobject (and liquidate the Document File amount that was created by the TC 223). Use the Document File Number from the TC 223 in the Reference Document Number field of the TC 224.
3. If the state owes the traveler (the reimbursement amount is greater than the TC 223 warrant advance), use a TC 230 for the extra expenses. (TC 230 will create a warrant for the traveler.)
4. If the traveler owes the state (the reimbursement amount is less than the warrant advance), the traveler must present payment to the state. To record the payment, use a TC 112 to create a “J” batch. Use the Document File Number from the TC 223 advance in the Reference Document Number field of the TC 112. This will liquidate the Document record for the remaining amount of the warrant advance.

ADJUSTING A TRAVEL ADVANCE

If you do not know which grant/project will be used for a travel advance, you can still create a warrant advance in STARS using transaction code 223. Grant/project codes are optional when using TC223. However, doing so will create a debit balance in GL1549 at the fund level *without* a grant/project.

You can record the expenses from the warrant advance using TC 224 and enter grant/project coding. This will create a credit balance in General Ledger (GL) 1549 *with* a grant/project.

If you use a fund with one transaction code and a fund and grant/project with the other transaction code, you will have a GL 1549 in the fund and an offsetting GL 1549 in the fund with a grant.

You will need to make an adjustment using the following transaction codes:

- Use a TC 22AR using the same fund as the original TC 223.
- Use a TC 22A using the same fund and grant/project as the original TC 224.

When an agency cancels a warrant generated from Travel Express and re-issues the warrant in STARS using a TC230, a balance remains in GL 2210 and expenditures are charged twice. Please follow these procedures, depending on if you want to reissue a warrant or not.