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# TRAVEL EXPRESS USER MANUAL

## USING A P-CARD ADVANCE

### TRAVELER INSTRUCTIONS

1. Create a Travel Express voucher per your agency's procedures. Be sure to click **Save** on each screen when you enter expenses.
2. In addition to per diem and other expenses, click the **Advance** tab.
3. Select **PCard Advance** from the drop down menu, and then enter the amount of the advance. You could enter an explanation for the advance in the **Comments** field.
4. Click **Save**.

Figure 1 - PCard Advance

Status	Voucher	Attachment	Report			
Status <b>Draft</b>	Requester <b>JAMES</b>	Home Station <b>BOISE</b>				
Allowed Amount \$205.24	P-Card Charges \$0.00	Advances \$0.00	Paid by Other Means \$0.00			
Due Traveler \$205.24						
Destination: TWIN FALLS, ID (03/24/2010 7:00 AM - 03/26/2010 4:30 PM)						
Voucher	Per Diem	Travel Mode	Misc Exp	Advance	Paid by Other	Routing
Type	Advance	Comments				
Delete	0.00					
Add Row	\$0.00					
PCard Advance						
Rotary Advance						
Warrant Advance						

5. Click the **Routing** tab to route the voucher to a fiscal coder.

### FISCAL CODING

1. Select the voucher to code.
2. When the voucher is routed to fiscal coding, the P-Card advance is automatically entered on a line with a transaction code **221** and a negative amount.
3. The P-Card advance amount is automatically applied to the line item expenses. Each of these line items will have a transaction code **221 R**, to offset the advance. In some cases, the advance may be cover more than once expense. For example, a \$100 advance would be applied to a \$65 meal expense, and the balance would be automatically applied to lodging or mileage expenses.
4. Enter the fiscal coding for these lines as needed.

Request Travel Expense Details  
Voucher Travel Expense Details

From	Thru	Expense	Allowed Amt	P-Card Amt	Advances	Paid by Other	Amount Due	Miles	B	L	D	C
05/01/2016	05/01/2016	Meals	\$45.00	\$0.00	\$0.00	\$0.00	\$45.00	0	✓	✓	✓	
05/02/2016	05/02/2016	Meals	27.00	0.00	0.00	0.00	27.00	0	✓	✓	✓	
05/01/2016	05/01/2016	Lodging	0.00	0.00	0.00	0.00	0.00	0				
05/02/2016	05/02/2016	Lodging	0.00	0.00	0.00	0.00	0.00	0				
05/01/2016	05/01/2016	Mileage	86.40	0.00	0.00	0.00	86.40	160				
05/02/2016	05/02/2016	Mileage	86.40	0.00	0.00	0.00	86.40	160				
05/01/2016	05/02/2016	PCard Advance	0.00	0.00	100.00	0.00	(100.00)	0				
			\$244.80	\$0.00	\$100.00	\$0.00	\$144.80	320				

Request Audit Trail  
Voucher Audit Trail

Not all required fields have been completed.

TC*	R	Ref Doc*	Sfx	BFY	Amt	DMI	Desc	PCA*	Index*	ExpSub*	Dtl	Gran
Del Dup		230		2016	\$144.80		SCO T			5360		
Del Dup		221		2016	(100.00)		SCO T			5354		
Del Dup	R	221		2016	72.00		SCO T			5396		
Del Dup	R	221		2016	28.00		SCO T			5360		
Add Row												

If you need to “split” the P-Card advance into separate lines in order to code them, for example, with different PCAs or Grants:

1. Click **Dup** next to the 221 line.
2. Enter the **Amount for new row** and use a negative sign (or minus sign).
3. Click **OK**. You will now have 2 rows with 221 transaction codes with negative amounts. You can then code the separate lines as needed.

I want to:  Comments:

Submit

Selected row amount: \$  OK

Amount for new row: \$  Cancel

4. Click **Dup** next to the appropriate 221 R line (the expenses). In the example above, \$72.00 was for meals and the balance (\$28.00) was applied to the mileage.
5. Enter the **Amount for new row** and use a positive amount.

I want to:  Comments:

Submit

Selected row amount: \$  OK

Amount for new row: \$  Cancel

6. Click **OK**. You will now have 2 rows with 221 R transaction codes with positive amounts. You can then code the separate lines as needed to correspond to the 221 P-Card advance rows.