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TRAVEL EXPRESS USER MANUAL

USING A WARRANT ADVANCE

INTRODUCTION

Create the travel advance in STARS or Payment Services first, and then fill out the voucher in Travel Express.

CREATE THE WARRANT ADVANCE

1. The warrant advance must first be created in STARS or Payment Services using Transaction Code 223. (If the traveler is billing another agency, that billing agency creates the warrant advance in STARS.) See the [STARS User Manual Travel Advance documentation](#).
2. Enter and make a note of the **Current Document Number** (STARS) or the **Document Number** (Payment Services) because this must be used as the Reference Document number when fiscal coding the voucher in Travel Express. If a document number is not entered in Payment Services, one is automatically assigned when the Payment Services invoice is sent to STARS. An invoice that has been sent to STARS [can be found in Payment Services](#), and the Document Number can be noted.

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 **Warrant Advance** from the drop down menu, and then enter the amount of the advance. If you know the STARS or Payment Services Document number for the warrant advance, you could enter it in the **Comments** field.
4. Click **Save**.

Figure 1 - Warrant Advance

Type	Advance	Comments
PCard Advance	0.00	
Rotary Advance	\$0.00	
Warrant Advance		

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

FISCAL CODING

1. Select the voucher to code.
 - When the voucher is routed to fiscal coding, the Warrant advance is automatically entered on a line with a transaction code **MEM** and a negative amount. (This transaction code is used only for calculating the amounts in Travel Express and nothing from this line will be sent to STARS.)
 - The Warrant advance amount is automatically applied to the line item expenses. Each of these line items will have a transaction code **224**, with a positive amount to offset the amount of the **MEM** transaction code.

Figure 2 - Warrant Advances section

TC*	R	Ref Doc*	Sfx	BFY	Amt	DMI	Desc	Index*	PCA*	ExpSub*	Dtl	Grant*	Ph	Pr
Del Dup 230				2010	\$536.00		AAP WESTERN CONFERENC			5377				
Del Dup 230				2010	279.64		AAP WESTERN CONFERENC			5381				
Del Dup 230				2010	64.00		AAP WESTERN CONFERENC			5392				
Del Dup 230				2010	162.31		AAP WESTERN CONFERENC							
Del Dup MEM				2010	(100.00)		AAP WESTERN CONFERENC							
Del Dup 224				2010	99.00		AAP WESTERN CONFERENC			5397				
Del Dup 224				2010	1.00		AAP WESTERN CONFERENC			5377				
Add Row					\$1,041.95									

*Press F3 for lookup

Save Cancel

2. On each line item expense that the Warrant advance is applied to (TC224), enter the Current Document number (STARS) or Document Number (Payment Services) in the **RefDoc** and **Sfx** fields. You can use the lookup to search for the Document Number (place the cursor in the **RefDoc** field and press F3), and then select it from the lookup.
3. After entering the document number in the **RefDoc** field, press TAB. If there is any other fiscal coding associated with the Reference Document (the PCA, Fund, Budget Unit, etc.), it will be entered automatically in Travel Express.
4. Continue with the fiscal coding, be sure to click **Save**, and then route to an approver per your agency's procedures.

TRAVELER OWES THE STATE

If the traveler owes the state, the traveler must present payment to the state. When payment is presented, use Transaction Code 112 in STARS to create a "J" batch. This will liquidate the Document record for the remaining amount of the warrant advance.

TRAVEL ADVANCE/WARRANT ADVANCE AND ADJUSTMENTS IN STARS

For STARS warrant advance and adjustment procedures, see the [STARS User Manual Travel Advance documentation](#).