

Travel Authorization – Traveler’s Responsibility

- The Travel Authorization form must be reviewed for proper information to include the following: Name of individual, Banner ID#, Department, Office Phone number, departmental account index to be charged, event, location, beginning and ending dates, purpose, estimated costs, total advance amount requested and date form prepared.
- The form must be signed and dated by the individual and by the agency head or designee. In the case where the travel is:
 - Grant funded, the Travel Authorization Form must be signed by the Grants Office
 - An international destination, the Travel Authorization form must be signed by the Department Dean.
- All Travel and Cash Advance requests **must be** submitted to the Accounts Receivable Office, 10 days prior to the beginning trip date/event date listed on the Authorization Form.

Financial Operations Team’s Responsibility

- **Accounts Receivable Department**
 - The Accounts Receivable Department will review the Authorization Form to ensure all pertinent information has been received.
 - The Authorization Form will be forwarded to the Disbursement Office 10 days from the beginning travel date listed on the Authorization Form.
- **Disbursement Department**
 - The Disbursement Department will identify which travel advance checks have priority for printing. Once the travel advance priority checks are identified, the invoices and the Promissory Notes are prepared and turned in to the AP office.
 - Depending on the quantity of the Travel Authorization Forms received, this process may take up to 2 days.
- **Accounts Payable**
 - The staff will receive the paperwork from the Disbursement Accountant and will give it a priority for processing. The Accounts Payable Department requires up to 2 days data entry timeframe.
 - The priority of processing will depend on the daily workload; however, the A/P office will ensure finalization of data entry within the “due date” established.
- **Cashier’s Office**
 - The individual traveler may pick up his or her travel advance check from this office.
 - The individual traveler will be asked to sign a **Promissory Note** which states the following:
 1. *If the total amount of this Travel Loan is not covered by my corresponding Travel Reimbursement, I understand that this Travel Loan must be completely repaid no later than sixty (60) days from the completion of the travel date or immediately upon termination of my employment with the College.*
 2. *I am responsible for full compliance with all College Travel Regulations; and*
 3. *I hereby authorize the College of William & Mary to apply my Travel Reimbursement funds to the corresponding Travel Loan. Any remaining funds will be refunded to me within 2-5 business days.*
 4. *Failure to comply with the College’s travel regulations, resulting in disallowance of any Travel Expense Reimbursement, in no way relieves me of the obligation to repay this Travel Loan as stipulated.*
 5. *By my signature, I hereby authorize the College to conduct business as stated above and to deduct from my salary any portion of this loan which is not repaid within 60 days from the date travel is completed or upon termination of employment with the College.*
 6. *If this debt becomes delinquent and is referred to an external collection agency or to the Office of the Attorney General, I agree to pay any cost of Collection or Litigation.”*

Remember that Travel Cash Advance Requests **MUST** be turned in to Accounts Receivable 10 days prior to travel.

Collection of Outstanding Travel Advances

➤ Individual Traveler

- Must complete a Travel Expense Reimbursement Voucher upon returning from the trip.
- A "completed" Travel Expense Reimbursement Voucher, with appropriate signatures and all receipts attached; must be submitted to A/P within 30 days from trip completion date.

➤ Accounts Payable

- Will audit and review Travel Expense Reimbursement Voucher, ensuring that all exceptions, justifications, receipts, and documents are within State and Federal compliance.

➤ Accounts Receivable Department

- Receives the Reimbursement Checks from the Disbursement Department.
- Receivables Manager will apply reimbursement checks to the appropriate outstanding travel advances (i.e., Adv # 932500 will be applied to Outstanding Adv # 932500).
 1. If the reimbursement is **MORE** than what is owed, a refund check will be mailed to the individual traveler within two business days from the date on which the reimbursement check was applied to the traveler's account.
 2. If the reimbursement is **LESS** than what is owed, a letter will be forwarded to the individual traveler to let him or her know the remaining balance on the corresponding advance and the date on which the balance of that advance is due.
 3. If the reimbursement check is made out for the **EXACT** amount owed, then after the check has been applied to the individual traveler's account, a letter will be forwarded to let him or her know that the advance has been PAID IN FULL.
- If an individual traveler has more than one advance outstanding and one or more of the advances is in a PAST DUE status (60+ days PAST DUE from the trip completion date), then either 1) all refunds/reimbursements received by the Receivables Office will be applied directly to the PAST DUE advance until the advance has been PAID IN FULL or 2) the Receivables Manager will collect all monies due through the use of payroll deduction from the individual traveler's salary.
- If the individual traveler has terminated from the College prior to paying off the travel advance, the money will be deducted from the individual's last payroll check or leave payout from the College.
- In the event that the travel advance is still not paid through the options mentioned above, then depending on the dollar amount that is past due, the account will be turned over either to a private collection agency (additional 23% collection fees) or to the Office of the Attorney General (additional 30% attorney's fees + imposition of interest accrual at 6% per annum from date of initial pre-delinquency invoice or demand letter). The individual traveler will be responsible for all collection fees, attorney's fees, and accrued interest.

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