Traveler Review of Authorization for an Individual when Requesting an Advance

This section will show the traveler how to review their travel authorization, request an advance, and submit these documents for approval. As the traveler, you must review and submit the travel authorization that a delegate has entered for you. Only the traveler can request an advance.

You will receive an email from Workflow@astate.edu with the subject ‘Travel Document Review Request’. The email will list the ‘Travel authorization’ number. In this email, you will see a summary of the travel document. By selecting the workflow link in the email, you will be taken to the Travel and Expense system, where the document can be reviewed and submitted. To log into the Travel and Expense system, your Username will be your ‘8-digit Campus Wide ID Number’ and your Password will be your ‘6-digit PIN’.

Once logged in, go to the ‘Expense Manager’ tab and click ‘Authorization Reports’. The travel document that you need to review will open to the ‘Summary’ screen.

Please review the information by selecting from the page numbers at the bottom of the screen. Page 1 displays General Information; page 2 displays ‘Reimbursable’ expense information. Page 3 displays the ‘funding summary’ Page 4 displays ‘Non-reimbursable expenses’.

The traveler may now request an advance. If you are requesting an advance, when this is submitted, the authorization will be submitted along with the advance for approval.

To request an advance, you must be a full-time employee and have been approved by your supervisor for an advance.

Click the ‘Request Advance’ button. Select the appropriate ‘Advance Rule’. There are 3 Advance Rules:
- 50% of meals and miscellaneous for domestic travel
- 75% of the total for International travel
- 90% of the total for student trips.

The amount of the requested advance must be greater than $100. The advance must be paid back within 21 calendar days after the trip has been completed. Once the Advance rule has been selected, click ‘Continue’. To calculate the maximum you may request for the advance, add the meal per diem amount and miscellaneous amount, and multiply by selected advance percentage. Enter the requested amount, from $100 to the calculated maximum amount, into the ‘Requested amount’ field. The date the ‘Payment will be made on or after’ will be displayed. A description of why an advance is being requested may be entered.

To complete the TA and TV, click the ‘Submit’ button.

Once submit is selected, a window will display ‘Authorization request has been submitted’. The TA and TV numbers will be displayed. Click ‘OK’. The status of the travel authorization request will be changed to ‘Submitted’.