

# ADVANCE TRAVEL AUTHORIZATION FORM

## WEST CHESTER UNIVERSITY OF PENNSYLVANIA

Travel Authorization #: 1

**Name of Traveler:** \_\_\_\_\_ **2** {Required}

**Residence Address:** \_\_\_\_\_ **3**

**City, State, Zip:** \_\_\_\_\_

**Bargaining Unit:** \_\_\_\_\_ **4**

**Campus Department:** \_\_\_\_\_ **5**      **Extension:** \_\_\_\_\_ **6**

**Purpose of Travel:** \_\_\_\_\_ **7**

---

**Date of Departure:** \_\_\_\_\_

**Date of Return:** \_\_\_\_\_      **Destination:** \_\_\_\_\_ **8**

**Provision for Classes During Absence:** \_\_\_\_\_ **9**

SAP Cost Center {10 Digits} or WBS Element {12 Digits}	SAP GL Account	Amount
<b>10</b>	<b>10</b>	<b>10</b>

Utilize SAP Chartfields to Fill In Blanks, Please consult our website for further information on chartfields.

<b>Total Approved Cost:</b>	<b>11</b>
<b>Cash Advance Required:</b>	<b>12</b>
<b>*Prepayment Request - Hotel:</b>	<b>13</b>
<b>*Prepayment Request - Transportation:</b>	<b>14</b>
<small>*Name of Provider, Address, and Written rate quote required before check can be issued.</small>	
<b>**Prepayment Request - Registration:</b>	<b>15</b>
<small>**Registration form must be attached or no payment can be made.</small>	
<b>Net Travel Authorization:</b>	<b>16</b>

**Traveler Signature:** \_\_\_\_\_ **17**      **Date:** \_\_\_\_\_

Employee is responsible for the difference between authorized cash advance allowance and approved actual expenditure.

**Dept. Head Approval:** \_\_\_\_\_ **18**      **Date:** \_\_\_\_\_

**Additional Approval:** \_\_\_\_\_ **19**      **Date:** \_\_\_\_\_

(Presidential approval required for Foreign Travel )  
(Restricted Funds use requires approval of the Restricted Funds Manager )

See [http://www.wcupa.edu/\\_INFORMATION/AFA/FBS/AP/Default.htm](http://www.wcupa.edu/_INFORMATION/AFA/FBS/AP/Default.htm)  
for travel policies and additional information

## INSTRUCTIONS FOR THE COMPLETION OF THE ADVANCE TRAVEL AUTHORIZATION FORM

There is no need to send this form to Accounts Payable unless :

- You need a cash advance to cover travel expenses prior to leaving on your trip
- You need a university check for a prepayment to the hotel
- You need a university check for prepayment to a travel agent for transportation costs
- You need a university check to prepay your registration to a conference

The form should be forwarded to AP a minimum of 10 days prior to your departure. AP will process your request and make your check available to you 5 days prior to your travel date.

If you are not requesting advance monies, simply fill out the form with your travel expense estimates for department head approval. The form should then be kept by your department for internal reference and tracking of travel expense and insurance coverage issues.

A travel expense voucher and all original receipts must be submitted to the Accounts Payable department within 20 days of the completion of your trip. Additional advances cannot be granted until the original request is reconciled.

- |    |                            |              |   |
|----|----------------------------|--------------|---|
| 1  | Travel Authorization #     | - REQUIRED - | This is an internal tracking number generated by your department. Accounts Payable uses the number as the invoice number for tracking in the automated finance system (SAP).  |
| 2  | Name of the traveler       | - REQUIRED - | Your name   |
| 3  | Address                    | - REQUIRED - | Your home address street, City, State, and Zip  |
| 4  | Bargaining Unit            | - REQUIRED - | The name of the bargaining unit to which you belong. This is needed as some units have specific rules as to travel allowances   |
| 5  | Campus Department          | - REQUIRED - | Name of your department   |
| 6  | Extension                  | - REQUIRED - | Your campus phone number  |
| 7  | Purpose of travel          | - REQUIRED - | The reason why you are traveling and it's relation to university business. Please be specific and supply conference names, location, etc.   |
| 8  | Dates/Destination          | - REQUIRED - | Date of your departure, date of your return, and your destination.  |
| 9  | Provision for Classes      | - REQUIRED - | List provisions for classes made during your absence  |
| 10 | Cost Center/Account Amount | - REQUIRED - | The cost center that will be charged for the travel expense (SAP 10 digits). The GL Account code that explains the type of travel (615100)<br><br>The estimated amount of travel to be incurred. These charges may be charged to multiple cost centers. |
| 11 | Total Approved Cost        | - REQUIRED - | This amount may be LESS than the total of estimated expenses. This is the amount that has been authorized by the approving department.<br><br>AP will not reimburse expenses in excess of this amount.  |
| 12 | Cash Advance               |              | If you require funds in advance of your travel, enter the amount here.<br><br>There is \$500 limit. A request of more than \$500 requires a detailed estimate of all expenses with supporting quotes and must be  |

- approved by the VP for Finance and Business Services.
- 13 Hotel Prepayment** If you require a prepayment for lodging, enter the total amount needed. A hotel quote detailing the expense is required. A check made payable to the hotel will be issued to you.
- 14 Transportation Prepayment** If you require a prepayment to a travel agent, enter the total amount. A quote for services booked is required. A check made payable to the travel agent will be issued to you.
- 15 Registration Prepayment** If you require prepayment of your registration, enter the total amount. Two copies of the completed registration form must be attached. AP will issue a check and mail it with the completed registration form to the vendor.
- 16 Net Travel Authorization** The total approved cost less any prepayments
- 17 Traveler Signature/Date** Your signature and date signed
- 18 Dept Head Approval/Date** You can not authorize your own expenses. Next level of approval is required. Date of authorization.
- 19 Additional Approval/Date** If multiple cost centers are being charged, signatures of the cost center managers are required. Or, if foreign travel, the President's approval is required. Date of additional approval.