

ADVANCE TRAVEL

PROCEDURES

MANUAL

**ADVANCE TRAVEL PROCEDURES MANUAL**  
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## ADVANCE TRAVEL PROCEDURES MANUAL OVERVIEW

**PURPOSE:** To establish uniform advance travel policies and procedures for the state of South Dakota within the scope defined below.

**SCOPE:** Statewide.

**RESPONSIBILITIES:** All agency finance officers.

### **Introduction**

Travel advances and expenses are entered using the accounts payable (AP) employee worksheets (EWS1/EWS2) screens. Cash paybacks (cash receipts) are entered using the budgetary control (BC) journal voucher entry screens (BC 211, 212, and 213). BFM approves travel advances; the State Auditor approves travel expense reimbursements, and the State Treasurer approves cash receipt documents.

BFM must receive original travel advance requests. BFM logs and tracks advance requests using the advance travel system (ATS). Agencies receive weekly reports of outstanding travel advances and, when applicable, reports of past due accounts.

Do not send BFM copies of advance travel expenses applied on AP invoices or advance travel paybacks on cash receipts. These documents update ATS automatically. See also sections [26-040](#) and [26-050](#) of these procedures.

# ADVANCE TRAVEL PROCEDURES MANUAL

## ADVANCE TRAVEL ADMINISTRATIVE RULES

**Advance Travel Administrative Rules.** The administrative rules on advance travel are detailed in Rule 39:01. They are included here and can be found at this [link](#).

### ARTICLE 39:01 ADVANCED TRAVEL EXPENSES

Chapter	
39:01:01	Definitions.
39:01:02	Travel advances.
39:01:03	Continuous travel, Repealed.

#### CHAPTER 39:01:01 DEFINITIONS

Section	
39:01:01:01	Definitions.

**39:01:01:01. Definitions.** Terms used in this article mean:

- (1) "Authorizing agents," department secretaries, bureau commissioners, constitutional officers, officials of the judicial system, and the legislative research council, or their designees;
- (2) "Bureau," the bureau of finance and management;
- (3) "Travelers," all state employees authorized to travel while conducting official state business;
- (4) "Continuous traveler," a state officer or employee whose recurring travel is authorized yearly or seasonally;
- (5) "Travel advance," payment made to employees who are authorized to travel on official business.

**Source:** SL 1975, ch 16, § 1; 1 SDR 20, effective August 25, 1974; 1 SDR 83, effective July 13, 1975; 12 SDR 70, effective October 29, 1985.

**General Authority:** SDCL 3-9-18.

**Law Implemented:** SDCL 3-9-13 to 3-9-17.

# ADVANCE TRAVEL PROCEDURES MANUAL

## ADVANCE TRAVEL ADMINISTRATIVE RULES

### CHAPTER 39:01:02 TRAVEL ADVANCES

#### Section

39:01:02:01	Advance request.
39:01:02:02	Advance approval.
39:01:02:03	Advance repayment.
39:01:02:04	Advance limit.
39:01:02:05	Continuous advances.

**39:01:02:01. Advance request.** Individuals desiring a travel advance must submit an advance travel request to their budget unit's fiscal officer. The authorizing agent shall determine the amount of advance an employee may receive within the limits established by § 39:01:02:04 and shall determine the employee's last day of travel for the purpose of complying with the advance repayment period established in § 39:01:02:03.

**Source:** SL 1975, ch 16, § 1; 12 SDR 70, effective October 29, 1985.

**General Authority:** SDCL 3-9-18.

**Law Implemented:** SDCL 3-9-13 to 3-9-17.

**39:01:02:02. Advance approval.** A voucher for a travel advance must be approved by the authorizing agent and signed by the traveler. The bureau shall process advance travel requests and notify the state auditor of past due accounts. The state auditor or the business manager of a state institution not on the central payroll may withhold from an employee's paycheck any amounts owed but not repaid in accordance with § 39:01:02:03.

**Source:** SL 1975, ch 16, § 1; 1 SDR 20, effective August 25, 1974; 12 SDR 70, effective October 29, 1985.

**General Authority:** SDCL 3-9-18.

**Law Implemented:** SDCL 3-9-13 to 3-9-17.

**39:01:02:03. Advance repayment.** Travel expenses incurred against a travel advance and repayment of any unused advance amount must be submitted within 20 days after the last day of travel. The budget unit's fiscal office shall collect any unused amount of travel advance from the employee and deposit it to the state treasury. The state auditor shall approve travel expense vouchers and submit a copy of the approval to the bureau. The state treasurer shall approve the cash deposit voucher and submit a copy to the bureau.

**Source:** SL 1975, ch 16, § 1; 1 SDR 20, effective August 25, 1974; 12 SDR 70, effective October 29, 1985.

**General Authority:** SDCL 3-9-18.

**Law Implemented:** SDCL 3-9-13 to 3-9-17.

## ADVANCE TRAVEL PROCEDURES MANUAL

### ADVANCE TRAVEL ADMINISTRATIVE RULES

**39:01:02:04. Advance limit.** A travel advance may not be less than \$200. A travel advance may not exceed estimated expenses or the maximum of \$2,000.

**Source:** SL 1975, ch 16, § 1; 8 SDR 44, effective October 25, 1981; 10 SDR 142, effective June 28, 1984; 12 SDR 70, effective October 29, 1985; 14 SDR 47, effective October 1, 1987; 32 SDR 55, effective October 20, 2005.

**General Authority:** SDCL 3-9-18.

**Law Implemented:** SDCL 3-9-14.

**39:01:02:05. Continuous advances.** Advances to individuals who are continuous travelers shall be an estimated average monthly expense amount. The bureau shall monitor these advance amounts and shall make adjustments as needed.

Continuous travelers must submit travel expense vouchers against the travel advance or no further warrant may be issued until the advance is repaid. The bureau shall notify the state auditor of continuous travelers who should receive no further warrants.

Before June 30 of each year, budget units must request the continuation of the travel advance for each continuous traveler in writing to the bureau.

**Source:** 12 SDR 70, effective October 29, 1985.

**General Authority:** SDCL 3-9-18.

**Law Implemented:** SDCL 3-9-13 to 3-9-17.

#### **CHAPTER 39:01:03** **CONTINUOUS TRAVEL**

(Repealed. 12 SDR 70, effective October 29, 1985)

(See 39:01:02:05 for continuous advances)

**Other applicable administrative rules.** See also the State Board of Finance administrative rules on state travel, [Rule 05:01](#). These rules provide guidelines on allowable travel expenditures, travel voucher requirements, per diem rates, and household moving allowances, etc.

## ADVANCE TRAVEL PROCEDURES MANUAL

### ENTERING AN ADVANCE IN ACCOUNTS PAYABLE

**Entering a travel advance in Accounts Payable (AP) module.** This manual assumes familiarity with entering invoices in AP. For general information, consult the [Accounts Payable module procedures manual](#), sections 25-260 on entering control group header and 25-280 on entering employee invoices. This manual concerns matters unique to entering travel advances.

Enter all travel advances on the AP EWS1 (employee worksheet) screen in AP. Fields you will need to complete include:

**EMP VOUCHER NBR** Enter up to 16 alphanumeric characters in the format: Z, two-digit department code, one-digit fiscal year indicator, AD (two-digit document type for advance), and sequence number, e.g., Z015AD00125, Z065AD000134. This helps to prevent duplicate voucher numbers for the pay entity and vendor in a given fiscal year. EMP VOUCHER NUMBER should not include personally identifiable information (PII), such as name, address, phone number, TIN, etc.

**DATE** Enter the current date.

**EMPLOYEE NUMBER** the AP vendor number assigned to employee (pay entity EMPL or HEPL: central payroll employee number). If an employee is not on the AP vendor file, have your agency vendor contact add it in SDAS using vendor maintenance.

**TRAVEL BEG DATE** (Not required for advances) Leave blank.

**PYMNT DUE DATE** should be a Wednesday or Friday date (AP payment cycles run on these days) so that payment is made before the employee leaves on their trip. However, PYMNT DUE DATE should not be more than ten days prior to the employee leaving.

**REMIT MSG** Can be used to provide information about the advance.

**AMOUNT** represents the amount of advance based on a reasonable estimate of travel expenses (for continuous advances, an estimate of average monthly expenses based on last twelve months activity). **An advance request cannot exceed 90% of total estimated expenses from the travel payment detail form and/or out-of-state travel request that must accompany this voucher (please round to next lowest whole number, e.g., 402.80 rounds to 402.00).**

**EXP or CO ACCOUNT CENTER** Use a mini-chart indicator in EXP or company, account, center in the respective fields. Account on an advance must begin with 1246 (Due from Employees).

**GROSS AMOUNT** must equal the total of all lines entered. Since travel advances should have only one line, GROSS AMOUNT must equal amount on that line.

## ADVANCE TRAVEL PROCEDURES MANUAL ENTERING AN ADVANCE IN ACCOUNTS PAYABLE

An example employee advance follows:

AP	EMPLOYEE EXPENSE WORKSHEET 1	EWS-1T
NEXT FUNCTION: _____	ACTION: _____	06/30/2014 16:03:00
REQUEST: _____	=====	
EMP VOUCHER NBR: _____	Z015AD00125	DATE: 07/01/2014
EMP SHORT NAME : JACKSONJEFF	JACKSON, JEFF	MODEL: _____
EMPLOYEE NUMBER: _____	123456	PIERRE
TRAVEL BEG DATE: _____	APPROVAL NBR: _____	CURR: _____
TERMS CODE: _____	PYMT DUE DATE: 07/02/2014	CM/DM : I
REMIT MSG: _____	TRAVEL_ADVANCE_FOR_MINNEAPOLIS_TRIP_07/07_TO_07/10/2014	
SIGNATURE APPR CD: _____	MULTI PYMT: N	
LINE	AMOUNT/PERCENT	EXP CO ACCOUNT
VAT	QUANTITY	UNIT ITEM NUMBER
0001	507.00	001 6010 1246000
		TRAVEL_ADVANCE
0002		
0003		
0004		
:		
:		
	GROSS AMOUNT:	507.00

Send a print-screen of the EWS screen, or other authorized voucher, to the Bureau of Finance and Management (BFM) for approval and entry into the advance travel system. Advance travel requests must be received at least two weeks prior to employee travel date in order to assure payment prior to travel date.

In addition to the print-screen or voucher, travel advance requests must include a properly completed travel payment detail form and out-of-state travel request form, if applicable. A travel payment detail form includes Invoice ID (EMP VOUCHER NBR), trip begin and end dates, AP vendor number, a breakdown of estimated travel by date and type of expense, and purpose of travel (see [example](#) next page).

# ADVANCE TRAVEL PROCEDURES MANUAL ENTERING AN ADVANCE IN ACCOUNTS PAYABLE

Example of a completed travel payment detail form:

<b>Name:</b> Jeff Jackson									
State of South Dakota									
<b>Travel Payment Detail</b>									
(Not Valid Unless Accompanied By Approved Voucher)									
Invoice ID	Date	Employee No.	Return Date	Advance	Expense	License No.	Home Station		
Z015AD00125	07/01/14	123456	07/10/14	X			Pierre SD		
Date Mo./Day	Description of Travel Destination, Miles, Misc. Expense Etc.	Time		Auto	Trans.	Meals	Lodging	Miscellaneous Expense	
		Leave	Return	Miles	Cost				
07/07/2014	Leave Pierre on Minneapolis trip	8:00 AM		400	80.00	28.00	95.00		
07/08/2014	Attending conference in Minneapolis					36.00	95.00		
07/09/2014	Attending conference in Minneapolis					36.00	95.00		
07/10/2014	Return to Pierre		7:30 PM	400	80.00	19.00			
<b>SUBTOTALS</b>				800	160.00	119.00	285.00	0.00	
Purpose of Travel						<b>GRAND TOTAL</b>		564.00	
Attend conference in Minneapolis MN.						APPLY TO ADVANCE		x 90%	
						<b>AMOUNT</b>			
						<b>REIMBURSABLE</b>		507.00	
I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.									
Claimant			Date		Authorization			Date	
						Authorization		Date	

## ADVANCE TRAVEL PROCEDURES MANUAL

### REPAYING AN ADVANCE BY APPLYING NON-TAXABLE EXPENSES

**REPAYING A TRAVEL ADVANCE BY APPLYING EXPENSES.** **Important Note:** Because travel advances are non-taxable payments, only non-taxable expenses can be applied to an advance. If the employee has taxable expenses, they must be reimbursed on a separate invoice. Taxable expenses cannot be applied to a travel advance.

A travel advance can be repaid in two ways. One is to apply non-taxable expenses to the advance on an invoice document and is the subject of this procedure. The other is for the employee to pay back the advance directly by cash or check (see [section 26-050](#)).

All non-taxable employee travel expenses are entered on the AP EWS screen. The main difference between a regular travel expense voucher and one that applies expenses to an advance is that an apply includes a negative (credit) amount line with the original travel advance coding. This line repays the outstanding travel advance as represented by balances in 1246 (Due from Employees) accounts.

The difference between total non-taxable expenses and the advance is reimbursed to employee. If non-taxable expenses equal the advance, then a zero-dollar invoice must be entered ([see AP module procedures manual](#), section 25-280). If non-taxable travel expenses are less than an advance, then the employee must repay this difference by cash or check (see [section 26-050](#) below).

Enter an employee travel voucher to apply non-taxable expenses against an advance using AP EWS. Fields to complete include:

**EMP VOUCHER NBR** Enter up to 16 alphanumeric characters in the format: Z, two-digit department code, one-digit fiscal year indicator, RB (two-digit document type for reimbursement), and sequence number, e.g., Z015RB00125, Z065RB000134. This helps to prevent duplicate voucher numbers for the pay entity and vendor in a given fiscal year. EMP VOUCHER NUMBER should not include personally identifiable information (PII), such as name, address, phone number, TIN, etc.

Only one overnight out-of-state trip may be claimed per invoice. In-state and/or non-overnight out-of-state trips may be combined on an invoice. Separate invoice lines must be added for multiple receipts relating to airline tickets, registration fees, lodging, car rentals and similar items.

**DATE** Enter the travel return date.

**EMPLOYEE NUMBER** the AP vendor number assigned to employee (pay entity EMPL or HEPL: central payroll employee number).

**TRAVEL BEG DATE** (Required) Enter travel begin date in the ten-digit field (middle of three fields).

**PYMNT DUE DATE** should be current date. Since travel has already occurred, any amount due the employee is payable on the next AP payment cycle.

**REMIT MSG** can be used to indicate a brief description of this payment and/or cross-reference original advance.

**AMOUNT** Enter positive amounts for non-taxable expense lines. Enter a negative amount for the due from employees coding (account beginning with 1246). Amount on 1246 account line should not exceed the original advance amount.

## ADVANCE TRAVEL PROCEDURES MANUAL

### REPAYING AN ADVANCE BY APPLYING NON-TAXABLE EXPENSES

**EXP or CO ACCOUNT CENTER** Use a mini-chart indicator in EXP or company, account, center in the respective fields. Make sure to use the same 1246 coding as used on the related advance travel document.

**GROSS AMOUNT** must equal the total of all lines entered. Add positive line amounts and subtract negative line amounts. Pay entity HEPL only: If GROSS AMOUNT is zero, then BANK PYMT field on EWS2 screen must be changed to AP2.

An example of applying expenses to an advance follows:

AP	EMPLOYEE EXPENSE WORKSHEET 1	EWS-1T
NEXT FUNCTION: _____ ACTION: _____		07/15/2014 11:25:00
REQUEST: _____		
=====		
EMP VOUCHER NBR:	Z015RB00125	DATE: 07/10/2014 MODEL: _____
EMP SHORT NAME :	JACKSONJEFF	JACKSON, JEFF CURR: _____
EMPLOYEE NUMBER:	123456	PIERRE CM/DM : I
TRAVEL BEG DATE:	07/07/2014	APPROVAL NBR: _____ MULTI PYMT: N
TERMS CODE:	PYMT DUE DATE: 07/18/2014	DO NOT USE : _____
REMIT MSG:	EXPENSES_FOR_MINNEAPOLIS_TRIP_07/07_to_07/10/2014	
	SIGNATURE APPR CD: _____	
LINE	AMOUNT/PERCENT	EXP CO ACCOUNT CENTER TRIP-CO NUMBER
VAT	QUANTITY UNIT	ITEM NUMBER ITEM DESCR PRORATE (T F A D) USE 99 I'RC
0001	160.00	001 6010 52032200 0111301635
		MILEAGE N N N N
0002	285.00	001 6010 52033000 0111301635
		LODGING N N N N
0003	119.00	001 6010 52033500 0111301635
		NON-TAXABLE MEALS N N N N
0004	-507.00	001 6010 1246000 0111301635
		APPLY TO ADVANCE N N N N
	:	:
	:	GROSS AMOUNT: 57.00

Send a print-screen of EWS screen, or other authorized voucher, to the State Auditor for approval. Do not send a copy of this document to BFM. Travel expense vouchers must include a properly completed travel payment detail form. This includes Invoice ID (EMP VOUCHER NBR), trip begin and end dates, employee's AP vendor number, a breakdown of estimated travel by date and type of expense, and purpose of travel. The travel begin and travel return dates must also be entered in the appropriate invoice fields

## ADVANCE TRAVEL PROCEDURES MANUAL REPAYING AN ADVANCE BY CASH RECEIPT

**REPAYING A TRAVEL ADVANCE BY CASH RECEIPT.** A travel advance can be repaid in two ways. One is to apply non-taxable expenses to the advance as discussed in [section 26-040](#) of this manual. The other is for the employee to pay back an advance directly by cash or check and is the subject of this procedure.

When employee non-taxable travel expenses for a trip are less than the advance, the employee must pay back the difference by cash or check. These funds must then be deposited with the State Treasurer on a cash receipt document.

See the [budgetary control \(BC\) module procedures manual](#) for general instructions on entering documents in BC. This manual concerns matters unique to entering cash receipts related to advance travel paybacks.

Begin entry of an advance travel pay back on BC screen 211, journal voucher entry. Fields to complete include:

**OPTION** should be A for add.

**DOCUMENT ID** must begin with Z followed by the agency's two-digit department code, a one-digit fiscal year indicator, and a sequence number, e.g., Z015000119.

**APPLICATION AREA** for your agency as detailed in the [accounting system overview procedures manual](#), section 20-050.

**DATE FORMAT** should always be MDY.

```
BC                                JOURNAL VOUCHER ENTRY                                211
NEXT FUNCTION: _____ ACTION: _____
=====
ENTER KEY INFORMATION

OPTION:          A
DOCUMENT ID:     Z015000119
APPLICATION AREA: 20
DATE FORMAT:    MDY

OPTIONS: (A) DD OR (C) ONTINUE
```

## ADVANCE TRAVEL PROCEDURES MANUAL REPAYING AN ADVANCE BY CASH RECEIPT

Entry continues on BC 212, the journal voucher header screen. Complete the following fields:

**EFFECTIVE DATE** is the date funds are to be deposited in the state's bank account.

**TOTAL** reflects the gross total of all lines. This should equal the amount being paid back by the employee.

**COMPANY ID** should be the company coded on the advance travel voucher.

**DATA TYPE CODE** must be 1.

BC	JOURNAL VOUCHER ENTRY	212
NEXT FUNCTION: _____ ACTION: _____		
=====		
APP: 20		
DOCUMENT ID: Z015000119		
EFFECTIVE DATE	07/30/2014	TOTAL 35.50 _____
COMPANY ID	6010	DATA TYPE CODE 1
LEVEL OF FUNDS CHK	—	UPDATE AFF —
SOURCE GEN CODE	—	CLOSED PRD ADJ —
PROJECT COMPANY	_____	TRANSFER COMPANY _____
TO REPAY OUTSTANDING AMOUNT FROM TRAVEL ADVANCE PAID ON Z015AD0119 FOR _____		
JEFF JACKSON, 123456. _____		
_____		
_____		
_____		
_____		
OPTIONS: (E)ND, (H)OLD, (K)ILL, OR NEXT LINE _____		

If you use BC 212 as your voucher, a screen print should be made before proceeding, that is, before pressing the ENTER key and BC screen 213, journal voucher line entry, is presented. Fields to complete on BC 213 include:

**LINE** should start with 1 and increment by one for each additional line, if any.

**TRANSACTION CODE** is A for add.

**COMP/ACCT/CNTR** should be the same as the company, account, and center coding used on the advance travel voucher.

**DEBIT/CREDIT AMOUNT** should be the amount being repaid for the related COMP/ACCT/CNTR coding.

**DEBIT/CREDIT CODE** on an advance travel repayment would always be CR.

## ADVANCE TRAVEL PROCEDURES MANUAL

### REPAYING AN ADVANCE BY CASH RECEIPT

**DESCRIPTION-3** field is a ten-digit field below the longer DESCRIPTION-1 field. It must contain the employee number in the first six positions. In the example below, this field contains 123456.

BC	JOURNAL VOUCHER ENTRY	213
NEXT FUNCTION: _____ ACTION: _____		
BC 202: END OF DOCUMENT		
=====		
APP: 20		
DOCUMENT ID: Z015000119	TOTAL:	35.50
LINE 1 _____ TRANSACTION CODE A		
COMP/ACCT/CNTR	6010 1246000 _____	0111301635__
DEBIT/CREDIT AMOUNT	35.50 _____	
DEBIT/CREDIT CODE	CR	
DESCRIPTION	ADVANCE TRAVEL PAYBACK _____	
	123456 _____	
PROJECT COMP/CODE	_____	ACCOUNTING RULE _____
EFFECTIVE DATE	07/30/2014	SOURCE CODE _____
LEVEL OF FUNDS CHK	_____	UPDATE AFF _____
TRANSFER COMPANY	_____	
OPTIONS: (E)ND, (H)OLD, (K)ILL, OR NEXT LINE _____		

If you use BC 213 as your voucher, a screen print should be made. Send the print-screen of BC 212 or 213, or other authorized voucher, to the State Treasurer for approval. Do not send a copy of this document to BFM.

## ADVANCE TRAVEL PROCEDURES MANUAL ADVANCE TRAVEL SYSTEM (ATS)

**Advance Travel System (ATS)** is a PC-based system using MS Access that BFM uses to log and keep track of employee travel advances. Only advances are entered manually in ATS, generally when BFM approves the advance. All other advance documents (AP invoices that apply expenses and cash receipts entered in BC) that include a line coded to a 1246 account update ATS automatically.

BFM reconciles ATS to general ledger (GL) account 1246 (Due from Employees) balances each week. ATS produces weekly reports of outstanding travel advances and past due accounts. These reports are automatically e-mailed every Monday directly to designated agency representatives.

Travel advance requests will not be approved for employees appearing on the past due advance travel report. Past due advances must be repaid before another advance can be approved. When necessary, BFM will request the State Auditor withhold past due amounts from an employee's pay (re: administrative rule, [39:01:02:02](#)).