KFS Travel Advance Guide
For UConn Employees
Office of Travel Services
This is a step-by-step guide to process travel advances for the University of Connecticut. The guide begins after signing into Kuali Financial System (KFS). Here is more information on UConn’s Kuali Financial System.

1. Ensure that all necessary paperwork has been obtained. This includes an approved version of the travel authorization form/ETIF and a signed promissory note.
2. To allow timeliness for processing advances please initiate the advance Disbursement Voucher (DV) no earlier than 10 days before the start date of a trip.
3. On the Main Menu tab select “Disbursement Voucher” which is located on the left side of the page.

Under Transactions, Financial Processing, Select Disbursement Voucher

On the Document Overview tab:

- Enter “H – Travel Advance” and the Travel Office sequence/Travel Approval number in the Description field. The Travel Approval is the “Document ID” number that is located on the top right of the Travel Approval form (Example: “H – Travel Advance 555666”). Travel Office Sequence numbers are on Electronic Travel Information Forms (E-TIFs). E-TIFs should only be filled out for guests or employees in the Admissions and Athletics departments.
- Use the Explanation box to enter the business purpose of the trip. Example: Undergrad Admissions Recruiting
- The Organization Document Number is the day of departure for travel.
4. On the **Payment Information** tab:

- Click on the lookup icon next to **Payee ID**.
- On the **Payee Lookup** screen, select Payment Reason Code: H – Cash & Travel Advances & Petty Cash
- To search the Payee Name, enter the person’s Employee ID. If unknown, search the Person Last Name using an asterisk (*) before and after the name. (Example: *Sullivan*)

Select **return value** for the Payee and address information should populate
- **Address 1** will not populate for payees not on the Storrs campus. Ensure the address has populated correctly, including the city and postal code. Advances may only be sent to a campus address, barring extenuating circumstances.
5. **For Athletics Team Travel**: In the Other Considerations box, check “Special Handling”. When this is clicked you will get a warning message:

![Message from webpage]

As a rule, checks should be mailed directly to the payee. Recognizing there are SOMETIMES circumstances that require special handling, please ENTER A NOTE IN THE NOTES & ATTACHMENTS SECTION BELOW THAT explains the NEED FOR THE special handling request.

On the **Special Handling** tab, click “Show” and Fill out the following:

- **Special Handling Name**: Team Travel
- **Special Handling Address 1**: Will pick up
6. On the **Accounting Lines** tab, fill out the six required fields; **Chart, Account Number, Sub-Account, Object Number, Org Ref ID, Line Description and Amount**. Use the lookup icons as needed; 

   a. **Chart Code**: Will always be “UC”
   b. **Account Number**: Will always be “9044680: Employee Travel Advance”
   c. **Sub-Account**: Use the lookup tool for this. To identify a sub-account, populate the chart code as “UC” and account number “9044680”. Then you can type in the employee last name in the Sub-Account Name field with asterisks on each side (Example: *Sullivan*) Click “return value” next to the correct name.
      
      **NOTE**: If no sub-account can be located for the employee, it will have to be set up. Please contact Travel Services to have a sub-account created.
   d. **Object Number**: Will always be “1170: Cash Advances - Travel”
   e. **Org Ref ID**: Will be the TA/Travel Office Sequence number.
   f. **Amount**: Amount of travel advance requests. This will match the check amount in payment information above.
   g. **Line Description**: Trip ending date

7. Click **Add** on the accounting line

8. Add the Travel Authorization/ ETIF form and Promissory Note on the **Notes and Attachments** tab. If using a travel authorization form, ensure it has been approved and is not in workflow. Also, ensure the promissory note has been signed. Click the Add button in the actions section.
NOTE: Athletics and Admissions will have the ETIF and Promissory Note together on one sheet of paper.

9. Once the DV is complete, click Submit. A successful submission will give a confirmation as shown below. Take note of the Document Number. This document will now need to be approved by a Disbursement Manager and the Travel Manager before it is paid. No documents need to be sent to Travel Services.

Additional Information

- At any point in time you may go to the Route Log to see where it is in the Workflow and what Future Action Requests are required before payment is made.
- Payees cannot initiate their own Travel Advances.
- Please allow 5 business days for processing. If departure date does not allow for adequate processing time, contact travel@uconn.edu with the DV numbers of the urgent Travel Advance(s).
- In order to determine whether the advance has been paid, perform a doc search for the advance using the Document/DV number. Once the Disbursement Voucher has opened, scroll down to the “Pre-Disbursement Processor Status” tab and click Show. Once payment has been processed, you will see a paid date and a payment disbursement number.
- Advances should not be submitted more than 10 business days before the day of departure.
- Please remember that Travel Advances should follow this simple calculation:

  Ex: Estimated Costs
  - Airfare
  - Registration Fees
  \[ X \times (.75) = \text{Allowable Travel Advance}. \]

  Allowable Travel Advance must be \( \geq \$300.00 \).