

## ***Travel Prepayment Processes***

Revisions effective March 1, 2010

Effective March 1, 2010, Accounts Payable does not use a funds reservation to make payments directly to a vendor for common carrier transportation or registration fees.

The following options are available to prepay travel expenses associated with common carrier transportation and registration fees.

- **Common Carrier Transportation** (e.g., airfare) *and* **Registration Fees** (e.g., conference/seminar/workshop)
  - P-card (*preferred method*)
  - Personal funds payment with reimbursement **prior** to the trip. Submit an A113 (Travel Expense Report) and original receipts for the airfare and/or registration fees to AP along with an approved travel authorization if the travel is overnight. In addition, the reimbursement(s) prior to the trip must be reflected as a prepayment on the A113 submitted *following* the travel. *Note:* if a traveler does not submit an A113 for reimbursement of airfare and/or registration fees prior to the trip, those expenses can be reimbursed following the travel on the final A113.
  - Direct payment to the vendor by Accounts Payable for **registration fees**. Submit an A114 and completed registration materials to AP along with an approved travel authorization if the associated travel is overnight.

Note that organizational units may still use a funds reservation number as part of a budget account string on the A113/A114, however, there is no need to submit a copy of the funds reservation to AP.