



Related Data Item 1304.1.1rd – Notice of Open Travel Advance

As related to [Procedure 1304.1 – Requesting a Travel Advance](#)

Effective Date: July 1, 1995

Last Modified Date: May 20, 2015

An email memorandum will be generated by the Travel System and sent to the traveler after 10 days of the completion of the travel, if travel reimbursement request is not submitted or the advance repaid. A sample is below:

From: no_reply@unc.edu
Date: Tue, May 19, 2015
Subject: Travel Reimbursement Notice
To: user@unc.edu

Our records show that a travel advance was prepared by you with travel Document ID:
TXXXXX.

University Travel Policies and Procedures require that the travel reimbursement document be submitted through Web Travel and any monies due the University repaid within ten (10) days following the stated completion date of the trip.

A travel reimbursement request covering the trip associated with the Document ID above has not been submitted and/or received departmental approval as of this date. Failure to have this travel reimbursement document approved by your departmental approver within 60 days from the stated completion of the trip will result in a deduction of the funds from the funding department.

To properly reconcile travel advances, the following steps must be taken:

1. Access the above Authorization T# from the Created tab in Web Travel; (DO NOT CREATE A NEW REIMBURSEMENT T#)
2. Scroll down and complete the Reimbursement Detail Entry section. Please note that if any portion of the travel advance was issued for registration expenses, the registration details must be included in the reimbursement section;
3. Complete and submit thru approvals.

Please note that at any time an amount is due back to UNC for unspent travel advances, the traveler will need to issue a check for the amount payable to UNC-CH. The check will need to be received at Travel Services, before the reimbursement can be approved.

Please take the appropriate action as soon as possible. Thank you.