You must obtain pre-approval from Financial Services before submitting a Travel Advance Request DPEZ. In general, advances will not be allowed for employees, as the majority of travel expenses can and should be paid for via p-card. Once you have received approval, follow these steps to receive the advance:

1. Gather all pertinent travel information
   a. Dates and Destination
   b. Business purpose
   c. Quotes for estimated expenses
   d. Receipts for prepaid out-of-pocket expenses
   e. Conference Brochure if applicable
2. Go to Banner Form FZADPEZ
3. Select Payment type "Travel Advance Request"
4. Select Payee Type (Employee, Student, Foreign Student)
5. Enter Payee’s Banner ID or search for name
6. Complete remainder of Header screen
   a. Policy states an advance cannot be issued until 5 business days before the departure date. Enter the “Payment Due Date” accordingly.
7. On “Travel/Other” tab, in the “Travel Departure/Arrival” block, enter trip information and business purpose.
8. In the “Travel Details” block enter any miscellaneous expenses other than meal per diem and hotel (rental car, taxi, etc.
   a. For estimated expenses other than meals and lodging, select “Travel Advance”. Note that estimated expenses are advanced at 80% and will not be paid until 5 business days prior to travel.
9. If applicable, enter the meals to be claimed, and the appropriate Meals & Incidental Expenses (M&IE) per diem rate for the destination, on the “Meals” tab. (Advanced at 80%)
10. If applicable, enter the estimated actual lodging expense, or the appropriate meal and lodging per diem rate, on the “Lodging” tab. (Advanced at 80%) Attach documentation for the estimated lodging expense.
11. On the Accounting Distribution screen, enter an accounting record for each index and account code that will be funding the travel. This index(s) will not be charged at this time, but will determine the Financial Services office(s) to which the Travel Advance request(s) to which the Travel Advance request is routed for approval.
12. Print the Travel Advance Request form, obtain the appropriate signatures, and forward the form and all applicable backup (quotes, receipts, itinerary, etc.) to the appropriate Financial Services office. If the traveler is a dean, director, department head or PI, the traveler’s supervisor must sign the Travel Advance Request form.
13. Once the accounting office receives, reviews and approves the request, they will approve the DPI in Banner and the traveler will either receive a check, or a direct deposit (5 business days before the travel date).

For more detailed information on this process see the Unrestricted Accounting – Main website under Travel.

***End***