

Foreign Travel Proposal

1. Accounts Payable secures a BTA account number for the department.
2. The department makes the travel arrangements, using the BTA account as much as possible in order to reduce the need for travel advances and carrying cash.
3. Department prepares a travel request on CMS for the trip.
4. Requests advance checks to travel entities and the faculty member if needed.
5. Upon receipt of charges to the BTA, Accounts Payable processes the payment to American Express. An invoice copy is sent to the department for approval.
6. Upon return from abroad, department prepares a travel expense claim to document expenses and clear travel advances, including:
 - a) Receipts (converted into US dollars where required and notated on the receipt/voucher/invoice).
 - b) A roster of all students and faculty members who attended.
 - c) Verification of all money disbursed to students for expenses that are funded by the university, signed by the student upon receipt of funds.
7. Department approves the travel expense claim and turns it in to Accounts Payable within 30 days of the return date. Note: IRS regulations require that travel advances payable to individuals and not cleared within 30 days of the return date are reported as income.
8. Accounts Payable reviews the claim and prepares a check for any additional funds owed the faculty member within two weeks of receipt the claim.
9. If travel advances exceed the travel expense claim, Accounts Payable bills the faculty member for the excess. The faculty member pays the balance due the university within two weeks of the receipt of the invoice.