Travel Advance – Travel Advance (TA) Document

Introduction:

This QRG should be used when you need to enter a Travel Advance (TA) document in Advantage to request a Travel Advance.

Starting Notes:

- All Caltrans employees can request a travel advance for future travel.
- Individual employees will request travel advances by creating their own Travel Advance documents online in Advantage.
- The Travel Advance form (FA-0018) is no longer used.
- The advance amount entered on the TA document will be a single dollar amount that is the sum of all of the projected travel expenses (such as hotel, meals, and incidentals).

Enter a TA Document Process Steps:

The table that follows highlights the steps involved in travel advance entry into Advantage.

Step	Actions
1. Open Document Catalog	**The traveling employee must login to Advantage.** **1. In the Secondary Navigation Panel, click Search.** **2. In the Secondary Navigation Panel, click Document Catalog. The Document Catalog Page will open.**
2. Enter Document Identifier Information to Create TA Document	**1. In the Document Identifier Section, enter:** o **Code – Enter TA.** o **Dept – Enter 2660 (2660 is the Department number for Caltrans)** o **Unit – Enter Employee's Unit value. Refer to the Unit Code Crosswalk on the E-FIS Website for the appropriate value: http://onramp.dot.ca.gov/hq/finance/efis/index.htm** **2. Click the Create Hyperlink (in blue bar on top of page). If there is a Search Hyperlink in the blue bar, skip this step.** **3. Check the Auto Numbering Checkbox.** **4. Click the Create Hyperlink. Advantage navigates you to the Header Section of the TA Document.** o **Please note the document number on the top of the page. The number that follows "TA - 2660-" is the document number.**
3. Complete Header Section	**1. In the General Information Subsection, complete the following fields:** o **Document Name – This is not a required field. You may enter a descriptive name for the travel advance.** o **Select Temporary Out of State Travel Advance from the Type of Advance drop list.** o **Note: The type of advance for any TA is always "Temporary Out of State Travel Advance" even if the travel is within the state.** o **Leave the following fields blank:** o **Record Date – The record date will default from the system when the TA is submitted final.** o **Budget FY – This is the Budget Fiscal Year. The date will default based on the current date.** o **Fiscal Year – The date will default based on current date.** o **Period – This is the Accounting Period. The date will default based on current date.** **2. In the Document Action Bar, click Save.**
4. Complete Vendor Section	**Note: For Travel Advances, the traveling employee is the Vendor.** **1. In the Secondary Navigation Panel, click Vendor.** **2. Click the Insert New Line Hyperlink.** **3. Use the Vendor Customer pick list to search for the traveling employee's S-number and select the appropriate vendor.**

Step	Actions
	4. In the Document Action Bar, click Save. The address and contact information will pre-populate the other vendor fields. o **If the information does not pre-populate, complete the following fields:** o **Address Code – Enter AD001.** o **Vendor Contact ID – Enter PC001.** o **The address fields will list the employee's office address as maintained in Staff Central.** o **If the address is not in Staff Central, the fields populate with instructions to update the office address in Staff Central.** o **IMPORTANT: If the address is listed as "Please Update Office Address in Staff Central," click Save in the Document Action Bar and make a note of the document number on the top of the page. The number that follows "TA - 2660- " is the document number** o **The traveling employee must first access Staff Central and update their office address information before you can continue entering the TA document in Advantage.** o **After the nightly interface between Staff Central and Advantage, you can continue to follow the steps in this QRG to enter a TA document.** **5. Click Disbursement Options to expand the Disbursement Options Section.** **6. Use the Disbursement Format pick list to search for and select 0001 for ORF Advance.** **7. In the Document Action Bar, click Save.**
5. Complete Travel Information Section	**1. In the Secondary Navigation Panel, click Travel Information.** **2. Click the Insert New Line Hyperlink.** **3. In the General Information Subsection, complete the following fields:** o **Travel Start Date – Enter the projected start date of travel.** o **Travel End Date – Enter the projected end date of travel.** o **Select the most relevant reason the employee is traveling from the Purpose of Travel drop list.** o **Use the Destination pick list to search for and select the travel destination location.** o **Select the most relevant mode of transportation from the Mode of Transportation drop list, if applicable.** **4. In the Document Action Bar, click Save.**
6. Complete Temporary Travel Expense Section	**1. In the Secondary Navigation Panel, click Temporary Travel Expense.** **2. Click the Insert New Line Hyperlink.** **3. In the General Information Subsection, complete the following fields:** o **Date – Enter the projected start date of travel.** o **This is the same date that was entered in the Travel Start Date field in Step 5 above.**

Step	Actions
	o **Description – Enter a brief description of what travel activities are included in the total advance amount (such as hotel and meals)** o **Estimated Expense – Enter the requested advance amount.** o **This amount is the sum of all projected travel expenses for this trip.** o **Select Other from the Expense Type pick list.** o **Travel advances will <u>always</u> use the Expense Type of Other.** **4. In the Document Action Bar, click Save.**
7. Complete Accounting Section	**To complete the required Accounting fields, refer to the appropriate Crosswalks on the E-FIS Website to determine the appropriate COA (Chart of Accounts) values:** **http://onramp.dot.ca.gov/hq/finance/efis/index.htm** **1. In the Secondary Navigation Panel, click Accounting.** **2. Click the Insert New Line Hyperlink.** **3. In the General Information Subsection, complete the following fields:** o **Event Type – Enter C511 for ORF Advance.** o **Line Amount – Enter the total dollar amount for the travel advance.** o **This is the same amount that was entered in Estimated Expense in Step 6 above.** o **Check Description – This is a free form field which will appear on check stub. If advances are mailed to your office; enter TA, your District, and Unit.** **If you would like your advance check to be mailed out to an address other than your office**; **Enter only TA (District/Unit not required) in <u>Check Description Box</u> AND enter the address in the <u>Line Description Box</u>**. **4. Click Fund Accounting to expand the Fund Accounting Subsection.** **5. In the Fund Accounting Subsection, complete the following fields:** o **Fund – Enter 0998.** o **Department – Enter 2660.** o **Unit – Enter the appropriate Unit incurring the expense.** o **BSA – Enter 1712 for travel advance.** **6. In the Document Action Bar, click Save.**
8. Validate and Submit TA Document	**7. In the Document Action Bar, click Validate. Advantage provides a confirmation message that the document validated successfully.** o **If errors are received, click the View All Hyperlink to view all messages. Error messages with a severity of "Error" will need to be resolved before the document can be submitted.** **8. In the Document Action Bar, click Submit. Advantage provides a confirmation message that the document submitted successfully.**

Step	Actions
End Notes	• **After the TA is submitted:** o **The document phase goes to Pending.** o **Advantage's Workflow sends the TA to the Approval Role for review.**
Check the status of your Travel Advance (TA)	o Log into **AmsAdvantage.** o Go to **Page Code** (upper right hand corner), type **TA**, and click **GO.** o In the **ID field**, type in an Asterisk (*) and the last four digits of your TA document number (Example *1111). Click **Browse** or just Enter. o Click on the **underlined TA document.** o Click on **Action Menu** (Upper right hand corner below the Page Code), hover over **Approve** (another box will come up), click on **Track Work in Progress**.

Related Training Materials:

- 101.2 Common Processes ILT
- Quick Reference Guide: Approve Travel Advance
- Quick Reference Guide: Enter Travel Payment
- Quick Reference Guide: Approve Travel Payment
- Quick Reference Guide: Record Payroll Warrant for Travel Advance Amount not Used
- Quick Reference Guide: Record Cash from Employees Travel Advance Amount not Used
- Quick Reference Guide: Record Additional Accounting Entry when TP Exceeds TA