

Sul Ross State University
Business Process Analysis – Finance Module

Process Name: Travel Advance

Date: 10/05/05

Time: 1:00 pm

Location: ACR 207

Participants: Jennifer Ramos, Terrie Salas, Nieves Kolesar, and Cindy Kennedy

Session Lead: Jennifer Ramos

Narrative/Description: Travel advance check request submitted to Accounting Clerk. Accounting Clerk locates T # and writes on check request. Accounting Clerk forwards to Accounting Supervisor for approval. Accounting Clerk enters advance according to due date. If manual check required, Accounting Clerk types check and enters in FRS and SIS. Check prints the next day. Accounting Clerk scans, links and merges in Imaging. After Controller or Asst. Controller approves, Accounting Clerk notifies individual that check is ready to be picked up in Cashiers office.

When traveler submits for reimbursement after the trip, the advance is netted from their reimbursement check if sufficient. If not, the check is “tabbed” in Cashiers for purposes of collecting the advance before releasing the reimbursement check. Currently, outstanding travel advances are kept in SIS on a special screen. This screen must be updated each time an advance is made, collected or netted.

Electronic Inputs: None

Related Policy(s): Sul Ross travel advance (no new advances until outstanding ones are repaid)

Web Features: Travel Advance Check Request

Manual/Paper Outputs: Travel Advance Check Request

Customer(s): Faculty, Staff and Students

Regulatory Items: Proper signatures

Frequency/Volume: Over 1600 approximate per year

Potential Break Points: Proper signatures

Automation: None

Issues: Proper signatures. Currently, outstanding travel advances are kept in SIS on a special screen. This screen must be updated each time an advance is made, collected or netted. This can be a reconciliation problem if entries are not made properly. RGC is currently not netting travel advances at all.

Sul Ross State University
Business Process Analysis – Finance Module