

# Travel Advances

How to Submit an Advance Request for Someone Else

Prepared by Jennifer Marleau

# 3 Types of Travel Advances

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- **Out-of-Pocket in Advance of Trip**

- The claimant is out-of-pocket for expenses they personally paid for in advance of the trip. Ex. Conference registration.
- Can be requested at any time (and in multiple instances as claimant prepays), with receipt and proof of payment.

- **Cash Advances**

- This payment to the claimant is to cover cash needs for anticipated expenses to be incurred during the trip.
- Can only be issued 30 days in advance of the trip.

- **Third Party Prepayments**

- These are payments made directly to third party suppliers in advance of the trip. Ex. Travel agency

# Employee Menu

MAIN MENU	HR Admin	FAA Admin	Finance	Reports	Personal	Student	<b>Employee</b>	Applicant	Financial Aid/Awards
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Search

[FRANÇAIS](#) [MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Employee Menu

**Your Employee Profile**  
Quick access to manage all your Employee information.

**MUNACA Menu**  
MUNACA floating holiday conversion form, view conversion status.

**Management (M) and Excluded Positions Menu**  
Floating holiday conversion form, view conversion status (not applicable to management term employees).

**IT Customer Services (ICS) Training Menu**  
Registration request forms for training on Banner, the Content Management System (CMS), Web Management System (WMS), Admin and Productivity tools (CCX, HEAT, Present, Crystal Reports, Brown Bag Lunchtime Learning), Lenel, and Enrolment Services workshops; Access to your training record.

**Benefits Menu**  
View your benefits, dependants and beneficiaries.

**Pay Information Menu**  
Pay stubs, earnings, deduction history, eliminate printed paper pay stubs and eliminate pay stub email notification.

**Tax Slips Menu**  
View and print options for your tax slips: T4, T4A, T4A-NR, NR-4, T5, Relevé 1, Relevé 2 and Relevé 3.

**Advances and Expense Reports Menu**  
Requests for advances and expense reports relating to travel and other University business expenses.

# Advances and Expense Reports Menu

MAIN MENU	HR Admin	FAA Admin	Finance	Reports	Personal	Student	Employee	Applicant	Financial Aid/Awards
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Search  [Go](#)

## Advances and Expense Reports Menu

### [Submit an Expense Report](#)

Create or continue requests for expense reimbursements relating to travel or other University business expenses.

### [Submit a Request for an Advance](#)

Create or continue requests for accountable advances.

### [View Advance Request and Expense Report History](#)

View Requests and Outstanding Advances.

### [Delegate Temporary Signing Authority](#)

Delegate signing authority for travel advances, expense reports, and payment requests during temporary absences.

# Submit a Request for an Advance

MAIN MENU	HR Admin	FAA Admin	Finance	Reports	Personal	Student	Employee	Applicant	Financial Aid/Awards	
Search <input type="text"/>										
<input type="button" value="Go"/>										
<a href="#">MENU</a> <a href="#">SITE MAP</a> <a href="#">HELP</a> <a href="#">EXIT</a>										

## Submit a Request for an Advance



- Choose one of the following options to create an Accountable Advance request. Choose the last menu item when you wish to update or complete a previous request.
- Accountable Advance Requests are subject to the [Reimbursement of Travel and Other Expenses Policy](#).
- For instructions on how to process an Accountable Advance request as well as support information, click **HELP** at the top right.

### Submit an Advance Request for Yourself

Create an accountable advance where **you are the responsible person**.

### Submit an Advance Request for Someone Else

Create an accountable advance where **another McGill person is responsible**. If submitting an advance for a student, confirm that they have entered their Direct Deposit Bank Account information through the Student Menu in Minerva.

### Open an Advance Request You Started and Saved

Continue, complete or correct an existing accountable advance request.

# Submit an Advance Request for Someone Else

\* - indicates a required field.

Responsible McGill ID*	260156585
Destination city*	London
Province/State*	OTHERS
Destination country*	England, UK
Start date*	30-Sep-2018
Return date*	06-Oct-2018
Advance Type*	Out-of-pocket in advance of trip
Purpose*	Travel
Describe purpose*	Conference registration - ACS (American Chemical Society) conference from October 1-5, 2018.
Canadian Amount \$*	596.00
Pickup	<input type="checkbox"/>
Fund Code*	

Li Juan, will be responsible for this request

Enter the start date of your trip

Enter the return date of your trip

You need to cover payments from your 'own pocket' in advance of your trip (e.g. you paid conference fees or airfare). Submit copies of the receipt with this request; keep the originals to submit with your comprehensive expense report in order to clear this advance

Indicate name of person travelling if other than responsible McGill person (e.g. For Smith/John)  
Name of conference, Research details (no acronyms)

Canadian amount if payable to McGill faculty/staff or student. Otherwise, complete Third Party section

Continue

# Save and View

To split a FOAPAL, change the transaction amount and click on **Add New FOAPAL**. Type in the new FOAPAL. The remaining balance will automatically populate the Transaction amount field.

FOAPAL Information for reference # 00880599

\* - indicates a required field.

FOAPAL #	Fund*	Orgn	Acct	Prog	Actv*	Locn*	Transaction amount*
1	<del>00000</del>	00287	700405	1000	000000	000000	596.00

Back to Header

Add New FOAPAL

Save and view

Cancel FOAPAL

# Review for Accuracy

Request for Travel Advance  
Reference # 00880657

*Paid to Responsible McGill Person*

McGill ID	Name	Departmental address	Phone #	E-Mail
260156585	Li Juan	Psychology Room 716 McGill College 2001 QC *300	398-1883	<a href="mailto:juan.li@mcgill.ca">juan.li@mcgill.ca</a>

*Payment Information*

Request date	Destination City	Start Date	Return Date	Advance Type	Purpose	Currency	Amount \$
13-Sep-2018	London	30-Sep-2018	06-Oct-2018	Out-of-pocket in advance of trip	Travel	CAD	596.00
Conference registration - ACS (American Chemical Society) conference from October 1-5, 2018.							

*Payment Details*

Invoice Number	Invoice Date

*Requested by*

McGill ID	Name	Departmental address	Phone #	E-Mail
<del>██████████</del>	Marleau Jennifer	Chemistry 224 Maass Chemistry Bldg QC *119	398-6338	<a href="mailto:jennifer.marleau@mcgill.ca">jennifer.marleau@mcgill.ca</a>

*FOAPAL Distribution*

Fund	Org	Account	Program	Activity	Location	Total
<del>██████████</del>	00287	700405	1000	000000	000000	596.00
Total						596.00

*Fund Information*

Fund	Fund Title	ID #	FST Manager	ID #	Fund Admin.	ID #	Financial Manager
<del>██████████</del>	Chemistry Operating Fund	<del>██████████</del>	Marleau Jennifer	<del>██████████</del>	Di Cecco Gina	UFT	<del>██████████</del> Perepichka Dmytro



# Complete – Submit Request

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Edit Request

Edit Header or FOAPALS

Return to Advance Menu

Saves request but does not complete/submit

Complete - Submit Request

The request will be submitted for approval and can not be modified

# Print and Mail Hard Copy to Above Address

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Attention: Marleau/Jennifer  
Chemistry  
224  
Maass Chemistry Bldg  
Phone: 5143986338

Print and mail hard copy to above address

See Checklist



**Print this page, attach all supporting documents AND forward to your Financial Service Team (FST) at above-mentioned address. Don't forget to obtain the appropriate signatures. Your FST will forward to the Travel Desk for payment.**



**This request will **not** be processed until all documents have been received and approved by your FST.**

# Let's Review

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- Enter the McGill ID of the responsible person (your student)
- Enter the Destination and Start and End dates
- Select the Advance Type and Purpose
- Enter the amount being requested and the Fund code to charge
- Enter a detailed Description for the advance
- Click on Continue to proceed to the next screen
- Verify FOAPAL information
- Click on Save and View to verify the request
- Click on Complete – Submit request
- Click on Print and mail hard copy to above address
- Ensure the appropriate individuals sign the request
- Attach all receipts and give the request to Doris in OM 224