



Travel  
Advance

# Travel Advance Steps:

1. International Travel Registration
2. Concur expense report-Travel Authorization
3. Check request
4. Picking up check
5. Settling trip expenses-After you return

\*Travel Advances can only be taken out if you are traveling internationally or with students

If you are not traveling internationally, you will skip this step

# Step One: International Travel Registration

International Travel Registration is found on the MyNMU website

- Click on the link, then click Register Now
- Complete the Travel Registration completely
- Click next
- You will have to agree to the terms then click Submit

Note: Both your supervisor and the International Programs office will have to approve your travel registration prior to submitting the travel authorization expense report



**International  
Travel Registration**

# Step Two: Concur Expense Report-Travel Authorization

- Policy: Travel Authorization
- Travel Type: Faculty or Staff Travel
- Report Name: Reason for travel advance
- Departure & Return: Date of travel
- Destination: Place of travel
- Business Purpose: Reason for travel
  - Click Create report

**Create New Report** ✕

\* Required field

Policy *	Travel Type *	Report Name *	Report Date
<input type="text" value="Travel Authorization"/>	<input type="text" value="None Selected"/>	<input type="text"/>	<input type="text" value="05/10/2024"/>
Departure Date *	Return Date *	Destination *	Business Purpose *
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>	<input type="text"/>

Organization Number 2

Comment 0/500

Cancel Create Report

# Step Two continued : Concur Expense Report-Travel Authorization

- Click Add Expense
- Add Expense: Travel Authorization
- Expense Type: Travel Authorization
- City: County traveling to
- Payment Type: Authorization request
- Amount: Amount of Travel Advance request
  - Click Save Expense, then click Submit Report

Note: The expense report will need to be approved by the Org Code owner AND the Controller's office prior to the check request being processed

Home / Expense / Manage Expenses / Travel Advance Example / New Expense

## New Expense

Cancel Save Expense

Hide Receipt

Allocate

Expense Type \* \* Required field

Travel Authorization

Business Purpose City \*

Travel Advance Example

Payment Type \*

Cash/Personal Credit Card

Amount \* Currency \*

US, Dollar (USD)

Payment Type needs to be Authorization Request

Comment 0/500

Save Expense Save and Add Another Cancel

### Receipt

Add Receipt


Click to upload or drag and drop files to upload a new receipt.  
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.  
5MB limit per file.

# Step Three: Check Request

Located on the Finance and Administration website (Internal Resources, Forms)

- Payee: Your information
- Reason for Disbursement: Travel related prepayments...
  - P.O. #: Travel Authorization
- Account Distribution Information:
  - Organization Number: Dept Org
  - Account Code: 7300 Faculty Travel or 7310 Staff Travel
  - Amount: Amount of Travel Advance
- Line 2: Put the date you want to have the check ready for pick up
- Financial Manager MUST sign the check request
  - Email signed request with the APPROVED supporting documentation to [venpay@nmu.edu](mailto:venpay@nmu.edu)

Note: Supporting documentation is the International Travel Registration and Concur Expense Report



**NORTHERN MICHIGAN UNIVERSITY**

**CHECK REQUEST FORM** RESET FORM

*Note: Do not direct charge anything in NMU's name. Acceptable forms of payment are purchase orders (orders over \$1,000) or University purchasing card.*

---

**PAYEE**

---

LAST NAME	FIRST NAME	M.I.	NMU IN
BUSINESS/VENDOR NAME			
MAILING ADDRESS			
CITY STATE		ZIP	

---

**REASON FOR DISBURSEMENT**

---

Refund - explain \_\_\_\_\_

Postage (when purchasing card cannot be used)

Personal Reimbursement - (original receipts required for payment - questions, call 2054).  
Business purpose: \_\_\_\_\_

Prizes and Awards (payee name and social security # must be provided on a W-9 Form. Place W-9 in an envelope stamped confidential and sealed. The sealed envelope and completed Check Request may then be sent by campus mail to the Controller Office.

**Two copies of order forms/documents are required.** One copy will be retained in Accounts Payable Dept. for audit and the second copy will be mailed with the check.

Dues, Memberships, Subscriptions, and one time purchases of reference materials. (Use this form only when the department purchasing card cannot be used for payment.)

Restaurant bills (for payment of catering services, approval required from Assoc. V.P. Auxiliary Services. Federal ID # required)

Utilities

Insurance

Deposits - explain \_\_\_\_\_

Travel related prepayments for conference fees and deposits (use Travel Credit Card whenever possible.) An approved travel authorization must be on file in Accounts Payable/Travel Office. Please reference travel PO. # \_\_\_\_\_

Contract on file \_\_\_\_\_ (contract number)

---

ACCOUNT DISTRIBUTION INFORMATION			ACCOUNTING USE ONLY	
<b>Organization #</b>	<b>Account #</b>	<b>Amount</b>	1099 Code	VOUCHER # _____
_____	_____	\$ _____	_____	INVOICE # _____
_____	_____	\$ _____	_____	DOCUMENT ID # _____
_____	_____	\$ _____	_____	VENDOR ID # _____
<b>TOTAL</b>		\$ _____	_____	
REQUESTED BY _____		DATE _____	DESCRIPTION _____	
DEPARTMENT NAME _____		TELEPHONE # _____	REFERENCE # (Travel, PO, Contract #, Etc.) _____	
FINANCIAL MANAGER _____		DATE _____	AUDIT _____	

# Step Four: Picking up your check

- You pick up your check in the Controller's office/Vendor Payable office
- You must have a picture ID to pick up your check
- You will sign a Travel Advance Acknowledgement form
  - This form authorizes the University to put the amount of the travel advance on your Faculty/Staff account until your trip is complete and you settle your expenses

Travel Advance Acknowledgement

NMU IN: Check Number:

--	--

\_\_\_\_\_

*Last name, First name*

\_\_\_\_\_

*Department*

\_\_\_\_\_

*Dates of Travel*

I acknowledge receipt of a travel advance in the amount of \$ \_\_\_\_\_.

I understand that my travel expenses are to be accounted for within seven (7) calendar days after the completion of this trip and if they are not, I will be responsible for repaying the University.

I understand that receipts are required for all expenditures.

\_\_\_\_\_

Signature Date

*\*signed original goes to vendor payables*

# Step Five: Settling your Trip Expenses

- Policy: Travel and Entertainment
- Travel Type: Faculty or Staff Travel
- Report Name: Reason for travel advance
- Departure & Return: Date of travel
- Business Purpose: Reason for travel
  - Click Create report

**Create New Report** ✕

\* Required field

Policy *	Travel Type *	Report Name *	Report Date
Travel and Entertainment	None Selected		05/10/2024
Departure Date *	Return Date *	Business Purpose *	Organization Number
MM/DD/YYYY	MM/DD/YYYY		2
			Financial Services (271125)

Comment 0/500

Cancel

# Step Five continued: Settling your Trip Expenses

- Click Add Expense
- Add Expense: Enter the expense type
- Transaction Date: Date on receipt
- Payment Type: Cash/Personal Credit Card
- Amount: Enter the amount of expense
- Upload a copy of the receipt
  - Click Save Expense
  - If you have multiple expenses; Click Save and Add Another

Home / Expense / Manage Expenses / Travel Advance Example / New Expense

## New Expense

Cancel Save Expense

Hide Receipt

Allocate

\* Required field

Expense Type \*  
Hotel

Date Range \* MM/DD/YYYY - MM/DD/YYYY Nights: 0 Transaction Date \* MM/DD/YYYY

Business Purpose: Travel Advance Reason Vendor \* Search for Vendor

City \* Payment Type \* Cash/Personal Credit Card

Amount \* Currency \* US, Dollar (USD)

Comment 0/500

Save Expense Save and Add Another Cancel

### Receipt

Add Receipt

Click to upload or drag and drop files to upload a new receipt.  
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.  
5MB limit per file.

# Step Five continued: Settling your Trip Expenses

- Click Add Expense again
- Add Expense: International Travel Advance
- Transaction Date: Date of travel
- Payment Type: Cash/Personal Credit Card
- Amount: Enter the amount of travel expense as a NEGATIVE amount
- Click Save Expense

Home / Expense / Manage Expenses / Travel Advance Example / New Expense

## New Expense

Cancel Save Expense

Hide Receipt

Allocate

\* Required field

Expense Type \*  
International Travel Advance

Transaction Date \*  
MM/DD/YYYY

Business Purpose  
Travel Advance Reason

Vendor Name  
Coppell, Texas

City  
Coppell, Texas

Payment Type \*  
Cash/Personal Credit Card

Amount \*  
US, Dollar (USD)

Currency \*  
US, Dollar (USD)

Personal Expense (do not reimburse)

Comment 0/500

Save Expense Save and Add Another Cancel

### Receipt

↑  
Add Receipt

Click to upload or drag and drop files to upload a new receipt.  
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.  
5MB limit per file.

# Step Five continued: Settling your Trip Expenses

- The report total MUST equal ZERO dollars
- Click Submit Report

Note: Once approved, the report shows that the money was used for the purpose intended and will balance out the charge that was placed on your faculty/staff account

Home / Expense / Manage Expenses / Travel Advance Example


## Travel Advance Example \$0.00


Not Submitted | Report Number: WEBU1S

Delete Report Copy Report Submit Report

Report Details Print/Share Manage Receipts View Available Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to View: Standard

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested		
<input type="checkbox"/>		Cash/Personal Credit Card	International Travel Advance	Coppell, Texas	05/10/2024	-\$1,000.00	...	
<input type="checkbox"/>		Cash/Personal Credit Card	Hotel	Allstar Hotels Coppell, Texas	04/23/2024	\$1,000.00 Itemized	...	^
<input type="checkbox"/>		Cash/Personal Credit Card	Hotel	Allstar Hotels Coppell, Texas	04/22/2024	\$1,000.00	...	
						\$0.00		



Any questions?

reach out to  
Vendor Payables  
at [venpay@nmu.edu](mailto:venpay@nmu.edu)  
or ext 2339