Travel Advance process

1. To record the issuance of a travel advance. In this example, the amount advanced is $500.

   Travel Advance GL 1383  
   Accounts Payable 5111  
   Accounts Payable (5111)  
   Cash in Bank (1110) or In-Process (71xx)  

   DR  |  CR  
   500 |  500  
   500 |  500  

2. To record travel expenditures when the travel advance issued is equal to the amount of travel costs.

   Cash Expenditure (6510) Object G  
   Travel Advance (1383)  

   DR  |  CR  
   500 |  500  

3. To record travel expenditures when the travel advance issued is less than the amount of travel costs. In this example, travel costs are $700.

   Cash Expenditure (6510) Object G  
   Travel Advance (1383)  
   Accrued Expenditure (6505) Object G  
   Accounts Payable (5111)  
   Cash in Bank (1110) or In-Process (71xx)  

   DR  |  CR  
   500 |  500  
   200 |  200  
   200 |  200  

4. To record travel expenditures when the travel advance issued is greater than the amount of the travel costs. In this example, travel costs are $400. The traveler must reimburse the agency for the excess advanced.

   Cash Expenditure (6510) Object G  
   Travel Advance (1383)  
   Cash Receipts in process (7110)  
   Travel advance (1383)  

   DR  |  CR  
   400 |  400  
   100 |  100  