Travel Advance process

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

   - Travel Advance GL 1383: \( \text{DR} \) 500
   - Accounts Payable 5111: \( \text{CR} \) 500
   - Accounts Payable (5111) 500
   - Cash in Bank (1110) or In-Process (71xx) 500

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

   - Cash Expenditure (6510) Object G 500
   - Travel Advance (1383) 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 500
   - Travel Advance (1383) 500
   - Accrued Expenditure (6505) Object G 200
   - Accounts Payable (5111) 200
   - Cash Expenditure (6510) Object G 200
   - Accrued Expenditure (6505) Object G 200
   - Accounts Payable (5111) 200
   - Cash in Bank (1110) or In-Process (71xx) 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 400
   - Travel Advance (1383) 400
   - Cash Receipts in process (7110) 100
   - Travel advance (1383) 100