Travel Advance process

	DR	CR

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

	DR	CR
Travel Advance GL 1383	500	
Accounts Payable 5111		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.

	DR	CR
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.

	DR	CR
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.

	DR	CR
Cash Expenditure (6510) Object G	400	
Travel Advance (1383)		400
Cash Receipts in process (7110)	100	
Travel advance (1383)		100