
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6334	SPAHRM Travel Advance/PTE Request	Revision Date: 6/20/2016
		Version: 8

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Objective

Gain a comprehension of advances and prior-to-trip expenses for travel.

Outcome

Travel advance and prior-to-trip functions are understood.

Travel Advance Overview

The travel advance/PTE Request function in SPAHRS provides a mechanism for issuing funds for travel to an employee prior to travel, and it offers a method to reimburse an individual's out of pocket expenses prior to actual travel for the purpose of meals, lodging, taxi fares and tips.

There are edits in the system to ascertain that policy is followed regarding travel advances. These edits check to determine that:

1. The advance pay date is not more than twenty days prior to the trip start date.
2. There are no more than two outstanding advances for the employee.
3. The advance is not issued to Independent Contractors, as policy prohibits their receiving advances for travel.

An advance should not be issued earlier than twenty days prior to the date of travel. Two advances may be issued at a time if there is insufficient time between trips to clear the first advance. If more than two advances are required, an override request must be made on the SPAHRS Advance screen, and approval must be obtained by calling BFC to approve the SPAHRS entry.

Requests can be made to the Department of Finance and Administration (DFA) to override the edit process for the advance pay date and the number of outstanding advances. This override request is achieved by changing the Override field flag to "Yes." Once this field has been flagged and the advance record approved by the agency, the system will automatically route the request to the Bureau of Financial Control (BFC) at DFA for approval.

In addition to the policy edits, the system also edits the advance request to ensure the trip dates are valid and the request is not being made after the end date of the travel authorization.

Prior-to-trip Expense (PTE) Overview

The Travel Advance/PTE function allows payment for travel (in-state, out-of-state, and out-of-country) prior to the actual travel dates. When an advance or a PTE is issued, the system automatically creates a travel voucher to be used to clear the advance/PTE. The amount of the advance/PTE is reflected on the system-generated voucher.

The Prior-to-trip Expense (PTE) allows travelers to be reimbursed for **lodging or public carrier ticket purchases** paid prior to traveling. Before the PTE can be processed, appropriate documentation (such as the employee's/worker's cancelled check, credit card statement, etc.) must be obtained from the employee/worker as proof that the expense was prepaid at his expense. The PTE can be paid any time prior to the trip as it is not subject to the 20-day prior to travel limit imposed for travel advances. There is no limit to the number of PTEs that can be outstanding for each traveler. The PTE should be used *only if* it is in the best interest of the State. In order for a PTE to be processed for the trip, the travel authorization's PTE field must be marked **Yes**.

Travel Authorization and Distribution

Prior to requesting an advance or a PTE for travel, the travel authorization record must have been entered and approved for the trip number. Once the authorization is approved, if a different account distribution from the default PIN or WIN is needed, then a travel account distribution may be created for each employee for the trip number. The travel advance/PTE and the actual travel expenses do not have to be charged to the same account distribution. Travel account distributions are discussed in document #6333 - SPAHRS Travel Account Distribution and can be found on the MMRS website at www.dfa.ms.gov/mmrs/ under MMRS Training > Legacy Training Materials > SPAHRS – Legacy Training Materials > Travel.

Processing Advances

An advance/PTE must be submitted for payment using the Preliminary/Final Travel Submission process. A summary record is not created for advances/PTEs.

The documentation required by the Department of Finance and Administration following the submittal of the travel advance payroll is a copy of the Travel Authorization Form (Standard Form 13.20.20)

When the travel advance payment is issued, an accounting entry is made to one of the following object codes:

60391	In-state Advance / Prior-to-trip Expense)
60490	Out-of-State Advance / Prior-to-trip Expense, or
60590	Out-of-Country Advance / Prior-to-trip

Repayment of Advances

Once an advance has been requested and approved, the system automatically establishes an unapproved voucher that *must* be used to report expenses for the trip. The unapproved voucher is created with the Trip Number, Social Security Number, Travel Dates, and employee PIN or WIN number already entered; the amount of the advance/PTE(s) is also included on this same voucher.

The unapproved voucher may be accessed through the Travel Browse menu (**TR TB TB NV**) with an action of **Modify**; it may also be accessed via **TR IS (OS, OC)**. The expensed amounts for each travel category must be entered. The system will calculate the total amount of the voucher and subtract the advance/PTE from the total to be paid to the traveler. If the travel advance and/or PTE is greater than the amount expended, the traveler is required to submit a check made payable to the agency/fund.

The amount of the repayment and the MAGIC receipt number (XR document) must be included on the SPAHRS Travel Voucher; these fields have no accounting effect. If the repayment amount and receipt amount are not entered, the system will show a negative amount on the voucher total. A negative voucher will not process.

When the travel voucher is submitted to MAGIC for payment, the original object code establishing the advance/PTE (60391, 60490 or 60590) is reversed and an entry to the expense code is recorded (60395, 60495 or 60595).

Travel vouchers referencing advances/PTEs are processed in the same manner as all other travel vouchers.

Travel Advance/PTE Request

Your Action ...	System Response ...
1. Choose TR (Travel Menu) from the Main Menu and press ENTER.	The Travel Menu will appear.

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PHFNC10  PHV2          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/28/2015
PHIMAINU PHIMAINM          Travel Menu                               11:24 AM

      Code      Description                                     FastPath
      TA      Travel Authorization                             TAUT
      AT      Travel Advance/PTE Request                       TADV
      IS      In-State Travel                                  TRIS
      OS      Out-of-State Travel                              TROS
      OC      Out-of-Country Travel                            TROC
      TS      Official Travel Voucher Summary
      ST      Preliminary/Final Travel Submission
      TD      Travel Distribution
      TB      Travel Browsers
      UN      Un-Freeze Travel Records
      TU      Travel Upload/Download
      TJ      Travel Adjustments

Code:  __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                           Quit

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Your Action ...	System Response ...
2. Choose AT (Travel Advance/PTE Request) from the Travel Menu and press ENTER.	The Travel Advance/PTE Request screen will be displayed.

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PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/28/2015
PHTRAV1D PHTRAV1M Travel Advance/PTE Request 11:25 AM

Action: = (A,C,D,M,P) *Agency: _____ FY: _____ *Trip Number: _____
*SSN: _____ Advance/PTE#: _____
SAAS: _____ Travel Type: _____ Emp Type: _ *PIN/WIN#: _____

Meeting/Trip Details
From: _____ To: _____ Destination: _____
Title: _____
Purpose/Benefits: _____

Travel Advance From Date: ___ __ ___ To Date: ___ __ ___
Prior To Trip $ Lodging: _____
Prior To Trip $ Airfare: _____
Advance $ Requested: _____
Advance Pay Date: ___ __ ___ Override Requested: N

Date Paid....: _____ Warrant/EFT No: _____ Trans#...: _____
Date Approved: _____ Certified By...: _____ Approval: N
Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Dist Quit
    
```

Your Action ...	System Response ...
<p>3. Choose Add, or the desired action, and enter the following information:</p> <p>*Agency: The SPAHRS agency code XXXX.</p> <p>FY (Fiscal Year): This field is populated by the system; otherwise, enter the fiscal year in YYYY format.</p> <p>*Trip Number: The trip authorization number under which the employee is traveling.</p> <p>*SSN: The Social Security Number of the employee for which the advance/PTE is being requested.</p>	
<p>4. Press ENTER.</p>	
<p>5. Enter the following information:</p> <p>Advance/PTE #: This field is populated by the system after the transaction is complete. It is a sequential number indicating the number of advances and/or PTEs requested for a particular trip number for a specific traveler.</p> <p>SAAS: The SAAS agency number is populated by the system based on the agency number.</p> <p>Travel Type: This field is populated by the system based on the trip number entered.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>Emp Type: Enter either PIN or WIN based on the Social Security Number entered.</p> <p>*PIN/WIN: Enter the employee's PIN or WIN number. A person may be in more than one WIN; therefore, the system requires the user to select or enter the WIN number.</p> <p>Meeting/Trip Details - From: This field is populated by the system based on data from the authorization.</p> <p>Meeting/Trip Details - To: This field is populated by the system based on data from the authorization.</p> <p>Destination: This field is populated by the system based on data from the authorization.</p> <p>Title: This field is populated by the system based on data from the authorization.</p> <p>Purpose/Benefits: This field is populated by the system based on data from the authorization.</p> <p>Travel Advance From Date: Enter the exact start date of travel for which the advance/PTE is to be issued in MM DD YYYY format.</p> <p>To Date: Enter the end date of travel for which this advance/PTE is to be issued in MM DD YYYY format. (The start date may be considered a correct date for this field, especially if more than one advance/PTE will be issued for this trip.)</p> <p>Prior-to-trip \$ Lodging: Enter the Out of pocket lodging expense paid prior to actual travel.</p> <p>Prior-to-trip \$ Airfare: Enter the Out of pocket airfare expense paid prior to actual travel.</p> <p>Advance \$ Requested: Enter the dollar amount of the advance requested for this trip.</p> <p>Advance Pay Date: Enter the date this advance/PTE is requested to be paid in MM DD YYYY format.</p> <p>Override Requested: If the advance pay date is greater than 20 days prior to the start date of the trip, or if there are more than two outstanding advances for this employee, an override may be requested by entering (Y)es.</p>	<p>If an override is requested, the system will forward the request to the Department of Finance and Administration for approval.</p>

Your Action ...	System Response ...
Continue entering the following information: Date Paid: This field is populated by the system when the advance/PTE is paid. Warrant/EFT No.: This field is populated by the system when the advance/PTE is paid. Trans #: The system populates this field with the journal voucher (PO/JV) number. Date Approved: This field is populated by the system once approval is received. Certified By: This field is populated by the system with the SPAHRS User ID of the person certifying accuracy, legality, etc. Approval: Enter Yes to approve the record. The system default is No.	
6. Press ENTER.	A Certification window is displayed. Read the statement carefully and press ENTER to certify the advance.

By approving this transaction, you are certifying that you are the agency head or his designee and that the services specified herein, and the related expenditures, are necessary, legal and correct, have met all statutory or other requirements, and have not been previously paid. Press 'Enter' if you are so certifying; press 'PF3' if you are not.

NOTE: A summary is not required for a Travel Advance or PTE to process.

Your Action ...	System Response ...
7. Press ENTER.	The travel advance/PTE has been entered and a travel voucher created for recording expenses and the following message is displayed: Travel Advance # added successfully.