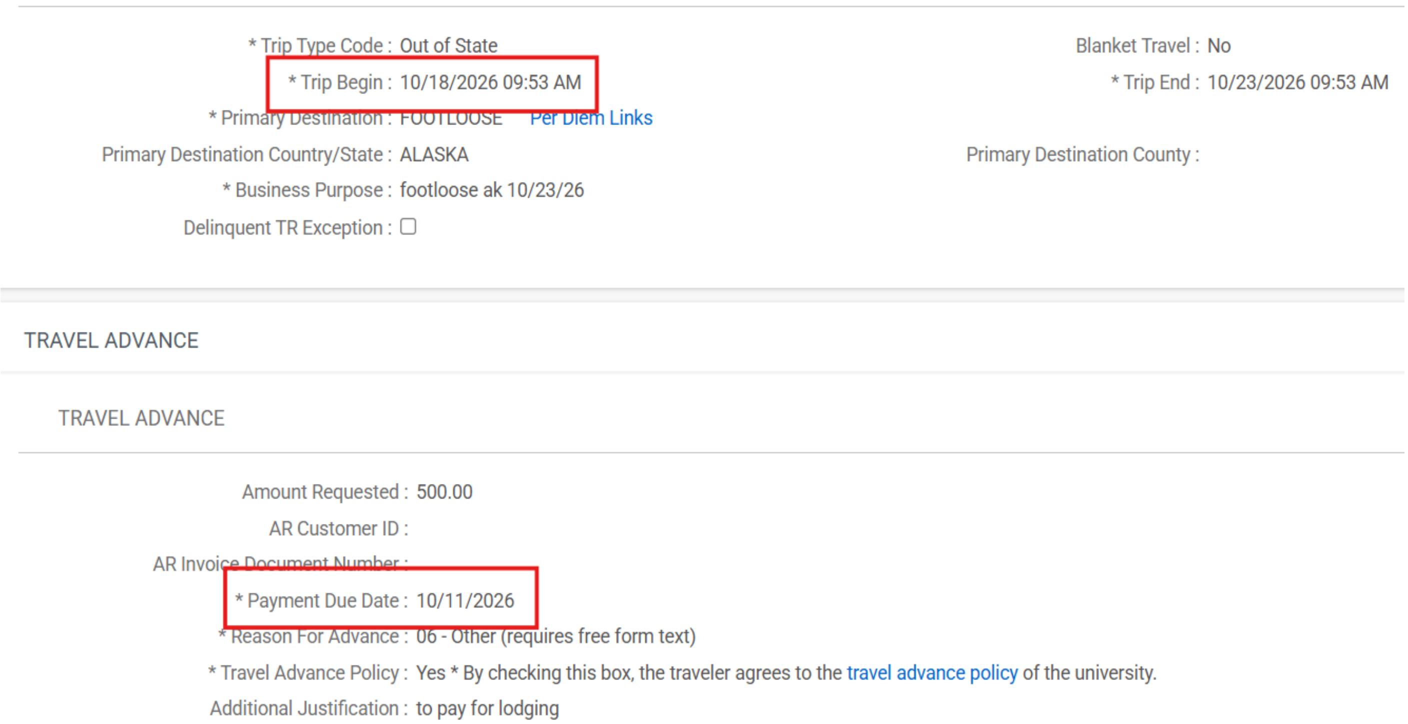
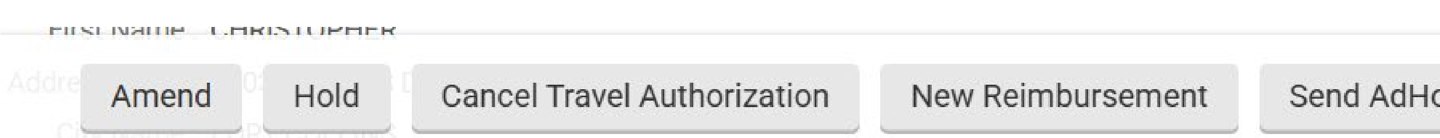
When a traveler needs a Travel Advance AND reimbursement for a pre-paid expenses:

The arranger will create TA 000001 for a travel advance for $500 to be issued no more than 10 days before the trip start date.



Once the TA reads Final, the arranger will amend the original TA by clicking the AMEND button to request another travel advance in the amount of the prepaid expense. This is actually the reimbursement amount but by initiating it as a travel advance, it allows the traveler to be reimbursed at the time of the expense instead of the system holding the reimbursement until the entire advance amount is cleared. The Arranger must attach the receipts to the TAA before the TAA can be approved the Travel Svcs and the traveler reimbursed for the prepaid expenses.



Are you sure you want to **Amend** this Travel Authorization?

*Please enter the reason below:

reimburse pre-paid airfare

ok cancel

TRAVEL ADVANCE

TRAVEL ADVANCE

Amount Requested : 457.00

AR Customer ID :

AR Invoice Document Number :

* Payment Due Date : 07/17/2026

* Reason For Advance : 04 - Expenses incurred before trip that need to be paid

* Travel Advance Policy : ☐ * By checking this box, the traveler agrees to the travel advance policy of the university.

Additional Justification : internet airfare reimbursement

ALL ADVANCES

ALL ADVANCES

Amount Requested :	500.00	* Payment Due Date :	2026-10-11	Amount Due :	500.00	AR Invoice Document Number :
Amount Requested :	$\boxed{457.00}$	* Payment Due Date :	$\boxed{2026-07-17}$	Amount Due :	457.00	AR Invoice Document Number :