

***Advance Payment of Travel Expenses***

A. General

Faculty and Staff who travel on behalf of the University of Kentucky are strongly encouraged to take advantage of all discounts available for travel related expenses. Therefore, payments of certain official University business travel expenses may be permitted prior to a trip. Official University business air travel arranged through the University's lead travel agency, one of its preferred travel agencies, or its online reservation system may be purchased with the University of Kentucky Procurement Card. Additionally, registration fees and lodging expenses that must be paid in advance may also be paid by University of Kentucky Procurement Card. Certain other expenses requiring advance payment may be paid directly to vendors/sponsors by Departmental Authorization and Voucher (DAV). Employees using personal funds for advance payments may only be reimbursed by expense voucher after the trip takes place.

B. Advance Payment of Airfare by Procurement Card

Only official University business air travel arranged through the University's lead travel agency, one of its preferred travel agencies or its online reservation system may be purchased with the University of Kentucky Procurement Card.

Procedure:

Contact the University's lead travel agency or one of its preferred travel agencies or use the online reservation system at [www.uky.edu/travel/](http://www.uky.edu/travel/) to arrange a flight and purchase a ticket. Provide the agency with the Procurement Card number.

C. Advance Payment of Lodging by Procurement Card

Generally advance payment of lodging expenses is not permitted. However, if a lodging facility requires an advance payment of a deposit or the first nights lodging, the expense may be paid by Procurement Card.

D. Advance Payment of Registration Fees by Procurement Card

(Only registration fees may be paid by Procurement Card. Payment of membership dues or optional meals and activities with registration fees is prohibited.)

Procedure:

Verify that the conference, workshop, or seminar sponsor/vendor accepts Master Card.

Complete the registration process (application/registration forms, etc.) providing the Procurement Card number. (Maintain copies of the forms as documentation for the Procurement Card transaction documentation.)

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**E. Advance Payment of Registration Fees by Departmental Authorization Voucher**

(Registration fees may be paid by DAV only when the conference, workshop, or seminar sponsor/vendor does not accept the University of Kentucky Procurement Card.)

Payment of registration fees for functions requiring official travel must be charged to a travel expense code.

Procedure:

Prepare a Departmental Authorization and Voucher payable to the sponsoring organization.

Attach supporting documentation to the DAV. (A registration form or brochure that indicates the amount of the fees.)

Obtain proper approval of the DAV and forward it to the Accounts Payable Department.

**F. Completion of the DAV for Advance Payment of Travel Expenses**

<u>NAME</u>	<u>INSTRUCTION</u>
D – Document Number	Enter document number
Date	Enter the date of the document preparation
Special Instruction	Use this field to provide any special information to the Accounts Payable staff.
Vendor Name	Enter the name of vendor
Address:	Enter the address where the check should be mailed
City/State	Enter the City and State of the mailing address
Zip Code/Speed Sort	Enter the Zip Code and Speed Sort (where applicable) of the mailing address
Vendor Number	Leave Blank. For Accounts Payable Use Only
Department Name	Enter the Department Name of the employee
Dept. Contact Person	Enter the name of the contact person for this document.

***E. OFFICE OF THE TREASURER***

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Contact Email Address	Enter the email address of the Contact Person
Contact Ph. No.	Enter the Contact Phone Number
G/L Account	Enter the G/L Account, formerly object code
Amount	Amount to charge the G/L Account and cost object
Assignment No.	Formerly User Code
Cost Center	
Internal Order	
WBS Element	
Fund	Enter the cost object in the appropriate column, formerly account number.
Earmarked Funds and Item	If you have earmarked funds for this expense, enter the earmarked fund and item number.
Description	Include the purpose for payment, the name of the person traveling, the destination, and the dates of the trip.
Amount	Enter the amount of the payment request
Authorized Official	Signature of the approving official
Received By	Traveler's signature
Authentication Stamp	Apply stamp or signature in accordance with the University of Kentucky delegated authorization policy