**Procedure for Prepaid Travel Monthly Entry**

* Start by opening up the account analysis for 01-00-000000-12040 from the prior month end
* Run a GLTB for the current month for 01-00-000000-12040
* Update the account analysis for new additions
* Verify that you now tie to the current month GL balance
* Update Src/Reference/Description/Date Paid/Dept.(GL #)/Travel Dates/Amount – Using the GL info and a copy of the TAR (travel authorization request.) The travel authorization request should be obtained from the AP department
* Work with the Business Office Financial Assistant to verify an STE has been completed for each trip that has been completed. Write a JE to the expense department, referenced in the TAR, with an offset to the Prepaid Travel Account. **All travel advances need to have a completed and approved STE before making a JE transfer to expense.**

**Below is the 3/2019 analysis and JE for reference.**



