Clearing Outstanding Employee Travel Advances

The Comptroller General's Office periodically reaches out to state agencies regarding outstanding travel advance balances that require clearance in accordance with § 11-3-185 of the South Carolina Code of Laws and the **State of South Carolina Statewide Disbursement Regulations**:

That.a.State.agency.may.advance.travel.and.subsistence.expense.monies.to.employees.of.that.agency.for. the.financing.of.ordinary.and.necessary.travel.required.in.the.conducting.of.the.business.of.the.agency¡.The. Comptroller.General.is.directed.to.develop.and.publish.rules.and.regulations.pertaining.to.the.advancing.of. travel.expenses.and.no.State.agency.shall.make.such.advances.except.under.the.rules.and.regulations.as. published¡.All.advances.for.travel.and.subsistence.monies.shall.be.repaid.to.the.agency.within.thirty. (96).days.after.the.end.of.the.trip.or.by.the.close.of.the.fiscal.year.for.payable.documents?.whichever. comes.first.[7]¡

[1] **This is important because if not repaid or substantiated timely, under IRS regulations these amounts are considered <u>taxable income to the employee</u>.**

Agencies should regularly be reviewing the activity and balances in G/L account 5052010000 – TRAVEL ADVANCE <u>by employee, by trip</u>. The employee is identified by employee ID # included within the text field of the travel related documents. A debit (increase) should typically indicate a new travel advance while credits should signify when the trip has taken place and the balance in the travel advance has been reclassed to the specific travel G/L for the actual travel expenses incurred.

Travel advance payment to employee prior to trip			
		Amount	<u>Text Field</u>
DEBIT	G/L 5052010000 - TRAVEL ADVANCE	$ 500.00	3123456789
CREDIT	CASH	$ (500.00)	
After the trip has concluded and the employee submits their actual travel expenditures			
DEBIT	G/L 5050520000 - OUT OF STATE - LODGING	$ 250.00	3123456789
DEBIT	G/L 5050510000 - OUT OF STATE - MEALS	$ 250.00	3123456789
CREDIT	G/L 5052010000 - TRAVEL ADVANCE	$ (500.00)	3123456789

Note: Contact the SCEIS Help Desk if an employee has a remaining travel advance balance that needs to be deposited by the agency.

Regular clearing of the Travel Advance account is necessary to ensure compliance with state policy and to maintain accurate financial records.

Helpful Links:

Disbursement Regulations

Journal Entry Policy

SC Code of Laws - Title 11