



# California Automated Travel Expense Reimbursement System

## Travel Advance Policies

### Travel Advance Policy Settings

Travel advance policies allow you to set minimum and maximum dollar amounts and timeframes for submitting travel advances. Dollar amounts and timeframes need to be determined for each policy. Examples and screen prints are provided in this section for each travel advance policy.

#### Travel Advance Department Policy #1

**System Setting:** If the system setting is **2**, the system will prompt user to enter a reason if the travel advance form is submitted after the system setting.

**Scenario:** Employee submits a travel advance form on 05/23/03--1 calendar day prior to the trip start date.

**Exception Notice:** Employee receives the following exception notice: "TA forms should be submitted at least 2 calendar days prior to the trip dates. Explanation required."

The screenshot shows the 'CalATERS Travel Advance' software interface. The main window is titled 'Sue W Bushnell [Travel Advance Form: Test]'. It has a menu bar (File, Edit, View, Help) and a toolbar with buttons for Back, Next, Save, Notes, Info, Print, and Help. The interface is divided into three tabs: '1. Check Delivery Option', '2. Travel Advance', and '3. Completion'. The '2. Travel Advance' tab is active, displaying the 'Travel Advance Information' form. The form includes fields for Claim Type (In State Travel), Start Date (05/24/03), End Date (05/26/03), Purpose (p), Destination (d), and Amount (100.00). The Total Travel Advance Amount is \$0.00. An 'Enter' button is visible next to the Claim Type field, and a 'Delete' button is below it. A dialog box titled 'Travel Advance Review Items - Exceptions' is overlaid on the form. It contains the following text: 'Item: TA Department Policy #1', 'Exception: TA forms should be submitted at least 2 calendar days prior to trip dates. Explanation required.', and a 'Reason:' field with a text input area. The dialog box has 'Ok', 'Cancel', 'Policy...', and 'Unlock' buttons.



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### Travel Advance Department Policy #2

**System Setting:** If the system setting is **15**, the system will prompt user to enter a reason if the travel advance form is submitted prior to the system setting.

**Scenario:** Employee submits a travel advance form on 5/23/03—more than 15 calendar days prior to the trip start date.

**Exception Notice:** Employee receives the following exception notice: “TA forms should not be submitted earlier than 15 calendar days prior to trip dates. Explanation required.”

The screenshot displays the CalATERS Travel Advance application interface. The main window is titled "Sue W Bushnell [Travel Advance Form: Test]" and has a menu bar with "File", "Edit", "View", and "Help". Below the menu bar are navigation buttons: "Back", "Next", "Save", "Notes", "Info", "Print", and "Help". The application is divided into three tabs: "1. Check Delivery Option", "2. Travel Advance", and "3. Completion". The "2. Travel Advance" tab is active, showing the "Travel Advance Information" section. This section includes fields for "Claim Type" (set to "In State Travel"), "Start Date" (06/12/03), "End Date" (06/14/03), "Purpose" (p), and "Destination" (d). The "Amount" field is set to 100.00, and the "Total Travel Advance Amount" is \$0.00. A "Travel Advance Review Items - Exceptions" dialog box is open in the foreground, displaying the following message: "Item: TA Department Policy #2", "Exception: TA forms should not be submitted earlier than 15 calendar days prior to trip dates. Explanation required.", and a "Reason:" field with a text input area. The dialog box has "Ok", "Cancel", "Policy...", and "Unlock" buttons.



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### Travel Advance Department Policy #3

**System Setting:** If the system setting is **100**, the system will prompt user to enter a reason if the travel advance form is less than system setting.

**Scenario:** Employee submits a travel advance form for \$99.00—less than system setting of \$100.00.

**Exception Notice:** Employee receives the following exception notice: “TA trip amount should be at least \$100.00. Explanation required.”

The screenshot shows a web browser window titled "Sue W Bushnell [Travel Advance Form: Test]". The browser's address bar and menu bar are visible. The page has a navigation bar with buttons for "Back", "Next", "Save", "Notes", "Info", "Print", and "Help". The main content area is titled "Travel Advance Information" and contains a form with the following fields:

- Claim Type: In State Travel
- Start Date: 05/26/03
- End Date: 05/28/03
- Purpose: p
- Destination: d
- Amount: 99.00

An "Enter" button is located to the right of the Claim Type field, and a "Delete" button is below it. A modal dialog box titled "Travel Advance Review Items - Exceptions" is overlaid on the form. It contains the following text:

Item: **TA Department Policy #3**  
Exception: **TA trip amount should be at least \$100.00. Explanation required.**  
Reason: [Text input field]

The dialog box has "Ok", "Cancel", "Policy...", and "Unlock" buttons at the bottom.



# California Automated Travel Expense Reimbursement System

## Travel Advance Policies

### Travel Advance Department Policy #4

**System Setting:** If the setting is **2**, the system will prompt user to enter a reason if the travel dates span less than system setting.

**Scenario:** Employee submits a travel advance form for a trip that spans 1 day—less than the system setting of 2 days.

**Exception Notice:** Employee receives the following exception notice: “Trip dates should span at least 2 days. Explanation required.”

The screenshot shows the 'CalATERS Travel Advance' application window. The main form is titled 'Travel Advance Information' and is in the '2. Travel Advance' step. The form fields are as follows:

- Claim Type: In State Travel
- Start Date: 05/26/03
- End Date: 05/27/03
- Purpose: p
- Destination: d
- Amount: 100.00
- Total Travel Advance Amount: \$100.00

An 'Exceptions' dialog box is overlaid on the main form. It contains the following text:

Item: **TA Department Policy #4**  
Exception: **Trip dates should span at least 2 days. Explanation required.**  
Reason: [Text input field]

The dialog box has buttons for 'Ok', 'Cancel', 'Policy...', and 'Unlock'.



# California Automated Travel Expense Reimbursement System

## Travel Advance Policies

### Travel Advance Department Policy #5

**System Setting:** If the dollar amount is greater than **1000**, the system will prompt employee to enter a reason and route to an additional approver if travel advance form exceeds system setting.

**Scenario:** Employee submits a travel advance form for a trip amount of \$1001.01—more than the system setting of \$1,000.00.

**Exception Notice:** Employee receives the following exception notice. “TA amount exceeds \$1,000.00. Explanation and additional approver required.”

The screenshot displays the CalATERS Travel Advance software interface. The main window is titled "Sue W Bushnell [Travel Advance Form: Test]" and has a menu bar (File, Edit, View, Help) and a toolbar (Back, Next, Save, Notes, Info, Print, Help). The interface is divided into three tabs: "1. Check Delivery Option", "2. Travel Advance", and "3. Completion". The "2. Travel Advance" tab is active, showing the "Travel Advance Information" section. This section includes fields for "Claim Type" (set to "In State Travel"), "Start Date" (05/26/03), "End Date" (05/28/03), "Purpose" (p), "Destination" (d), and "Amount" (1001.00). There are "Enter" and "Delete" buttons. An "Exception Review" dialog box is overlaid on the main window, titled "Travel Advance Review Items - Exceptions". It displays the following information: "Item: TA Department Policy #5", "Exception: TA amount exceeds \$1000.00. Explanation and additional approver required.", and a "Reason:" field. The dialog box has "Ok", "Cancel", "Policy...", and "Unlock" buttons.



# California Automated Travel Expense Reimbursement System

## Travel Advance Policies

### Travel Advance Department Policy #6

**System Setting:** If the dollar amount for the sum of all trips is greater than **1000**, the system will prompt employee to enter a reason and route to an additional approver if travel advance form exceeds system setting.

**Scenario:** Employee submits a travel advance form for two trips that equal \$1,001.00—more than the system setting of \$1,000.00.

**Exception Notice:** Employee receives the following exception notice. “The sum of all trips on the TA form exceeds \$1,000.00. Explanation and additional approver required.”

The screenshot shows the 'Sue W Bushnell [Travel Advance Form: Test]' window. The interface includes a menu bar (File, Edit, View, Help), a toolbar with icons for Back, Next, Save, Notes, Info, Print, and Help, and a 'CalATERS Travel Advance' logo. The main area is divided into three steps: 1. Check Delivery Option, 2. Travel Advance, and 3. Completion. Under 'Form Completion', there are tabs for 'Review Items', 'Summary', and 'Travel Advance Submission'. A table with columns 'Item', 'Comment', and 'Status' contains one entry: 'TA Department Policy The sum of all trips on the TA form exceeds 1000.00. Explanation and additional approver required.' with a status of 'Required'. Below the table, a yellow box displays the exception message: 'Item: TA Department Policy #6' and 'Exception: The sum of all trips on the TA form exceeds 1000.00. Explanation and additional approver required.' A 'Reason:' text box is provided for input. At the bottom, there are buttons for 'Next', 'Back', 'Policy...', and 'Unlock'.

Item	Comment	Status
TA Department Policy #6	The sum of all trips on the TA form exceeds 1000.00. Explanation and additional approver required.	Required

Item: **TA Department Policy #6**  
Exception: The sum of all trips on the TA form exceeds 1000.00. Explanation and additional approver required.  
Reason:

Next Back Policy... Unlock