

Create Travel Advance

Step 1	Step 2	Step 3
Image: State of the state	CalATERS CalATERS Sign in User ID: Password Sign In new user ? New User Registration trouble signing in? Help is here Work Offline Key User ID and Password. Click	Eileen L McDonald File Edit View Sort Help New Open Print Status Profile Prep Sub Help New Open Print Status Profile Prep Sub Help Click New to begin the Travel Advance form.
Step 4	Step 5	Step 6 Information
New Forms List - Travel Advance Form Image: Select "Travel Advance Form" Ok Cancel	Eileen N McDonald TR [New Travel Advance Information] Report Name: Ok Cancet Key the report name (based on department policy). Click	Elleen N McDonald TR [Travel Advance Form: 1 File Edit View Help Back Next Save Notes Info Print Perint If you need to exit the form before completion, Save Notes The form will be saved as a draft.



File Bac

Create Travel Advance

S Travel Advance

Click the to select a check delivery option. Complete any additional fields.

Enter the date check is needed. Click on tab 2. Travel Advance.

Edit View Help	Fravel Adv	ance Form: I	Los Angeles	Convention]			Step	8
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Check Delivery Option	2. Trave	Advance	3. Completi	20]				
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Travel Advance Trip(s) Information							_
Clain Type:			*	Ente	1			
			_	Carlos	(a)			
Start Date:	11	10		User	0			
End Date:	11	(0)						
Purpose:								
Destination								
Amount			0.00					
T	otal Travel A	dvance Amour	# \$300.00					
				Travel Advance	ce Trip(s) Summary			
Claim Type	4.	Purpose	1	Start Date	End Date	Amount	Destination	A
h State Travel	Provide	e training		03/29/02	03/30/02	200.00	Los Angeles	
State Travel	L & Cor	decence fees		03/24/02	03/24/02	100.00	Los Angeles	

Click the to select a Claim type. Key information in the blank fields. Click

Enter Repeat actions for additional Claim Types. Click tab 3. Completion.

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Check Delivery Option	2. Travel Advance	3. Completion	1			
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and Travel	ance Amount Re	quested \$300.00	Check Delivery Option S	elected: Pick up	,	
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Review the Review Items and Summary screens, then click Travel Advance Submission tab.

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Next Seve Notes Stor Print Help Ca	Step 10	Step 11							Ste
eck Delivery Option 2. Travel Advance 3. Completion		The Driver Damant by selecting a wirt artist	┛║		Travel	Advance Sur	nunary Sheet		
Completion Summary Travel Advance Submission Submission Submission	Change Approver	No Print Report by Selected selected selected	Employee Report	Nume <u>McDon</u> Name Los An	add TR, Eileen ageles Converti	an i			
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renersy services was a service and a service of the services of the service service service of the service service service service services and the service se			TRAVEL ADVANCE T	RIP(S) SUMD	MARY				
 Submit an expense reimbursement request sufficient to offset the entire amount of the travel advance; 2) return the travel advance check; 		To print the following report click	Claim Type	Trip Start Date	Trip End Date	Trip Amount	Anthorization Namber	Purpose	Destinution
i) submit a personal check, money order, or cash repayment to offset the entire amount of he travel advance; or ij usubmit the combination of an expense reimbur sement request, personal check, money order, or cash repayment of the unused balance of the travel advance.			In State Travel	10/07/02	10.68/02	200.00		Provide training	Los Argebs
If I have not fully repaid the advance within 30 calendar days of check issuance, I authorize my department to deduct any outstanding amount from my next salary warrant.			Non-Travel Expenses Only	10/01/02	10/01/02	100.00		LA Conference fees	Los Angeles
Password Submit			TRAVEL ADVANCE E	XCEPTION(S	5				
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			 44B Eccessive amount. 		T	ravel advance and	count should not be greate	r thun 0.00. Provide rearc	C

The Summary Sheet displays. Click Print. and select print options. Click Close

The Submission tab displays your approver. Use **Change Approver** to select a different approver for this form, or **Add Approver** to add an additional approver.

Key your password and click

Submit