



Instructions

Payment Request Form

The purpose of this form is to secure advance payment for conference registrations, airline arrangements, and hotel lodging in anticipation of official university travel. These are the same type of advance purchases that could be secured with a P-card in accordance with allowable P-card criteria. You can check for allowable expenses at <http://www.famu.edu/index.cfm?BOT&Policies>.

When submitting this form to the Travel Office, you should have a **completed** travel authorization and you **must** enter the travel authorization number in the "TA#" field at the top of the form. Use the drop down box under "Action Requested" to indicate if you are requesting Advance Registration, Advance Lodging, or Vendor (e.g. Travel Leaders) Airfare. Sections 1, 3, 4 and 6 must be completed for **all** requests. Sections 2 and 5 only need to be completed when requesting special handling for the payment (departmental pickup of the check) or if there is foreign payment involved. **The Travel Office will only process the request if an approved TA exists**---this will be what they check for when they receive the Payment Request Form; therefore, to ensure the payment request form is processed in a timely manner, ensure that all approved parties who are part of the approval process have completed their approval process in a timely manner. For departmental travel this would include the department travel approver and the department budget approver. For project travel, this includes the travel approver, principal investigator (PI), and Sponsored Programs approver (Title III approver, if applicable). You should include all pertinent support documentation at the time that you submit the Payment Request Form. Such documentation could be a conference registration form and agenda, an estimate of the airline tickets from Travel Leaders, registration information showing the hotel costs. The Payment Request Form and any associated documentation should be emailed or faxed to the travel office at travel@famu.edu or fax at (850) 561-2461. Please note, each requested advancement should be completed and submitted on a separate payment request form.

Because advance payment requests are submitted to the Travel Office and the Travel Office actually sends the payment to the vendor or makes it available to the department for pickup, these expenditures are not included on the travel authorization as estimated expenses. You should show that advance items have been requested in the **comments** section of the travel authorization, For example:

- The conference registration fee of \$150.00 was requested in advance.
- The airline tickets amounting to \$250.00 were purchased through Travel Leaders in advance.
- The hotel expense of \$125.00 per night was paid in advance.

The reason why you do not place the advanced TA amounts on the travel authorization as expenses is because any expenses encumbered on the TA will be budget checked and is considered reimbursable to the employee. Therefore, if you encumber the advance expenses on the TA

when the advance expenses are paid directly to the vendor, this would mean that you are accounting for the expenses twice, thus, holding up funds that can be spent for other spendable expense resources.

Remember, the Travel Office will pay based on the amounts on the Payment Request Form using **the department chartfield information provided by the travel representative**, in accordance with the Travel Office policy and procedures. The amount will be charged to your budget. In this circumstance, you would not need to encumber the amounts on the TA. ***You should only include items on the TA that are to be covered on the actual expense reimbursement request and that are not paid in advance by the University using the Payment Request Form or P-card.***

(P-card payments are not recorded on the travel authorization except by notation in the **comments section** of the TA. ***For example***: The hotel expense of \$125.00 per night was paid by P-card on 4/15/11)

Questions regarding the use of this form should be directed to the Travel Office at (850) 561-2978.