Purpose of Procedure: Request to pay Travel Related Invoices in Advance of Travel

Who Processes: Department
How often: As Required
What is Processed: Invoice/Payment Transmittal Form
Where are the results distributed: To Travel Payables
Date: 5/1/06
Author: Travel Payable, F&A

Procedure Description:

- Advance payments are commonly made for:
  - conference registrations
  - conventions
  - workshops
  - seminars
  - symposiums
  - forums
  - meetings
  - memberships
  - fairs
  - booth rentals

- The department should complete the Invoice/Payment Transmittal Form 41-909 (3-2005) available on the Travel Payable Web site.

- Attach necessary back up.

- Send to Travel Payables.

- If the payment must be by wire transfer, complete online Wire Request Form 41-570. Add a $25.00 wire transfer fee.
If the TIN or social security number is available, the vendor information can be verified using this query:

- Run query FXAP_VENDOR_TIN_LOOKUP.
- Enter TIN or social security number.

If neither the TIN or social security number is available:

- Navigation = Vendors > Vendor Information > Add/Update > Review Vendors
- Preferably use the Short Name data field and select contains
- Click SEARCH

If the vendor is not in the F&A vendor database or if the information in the database is incorrect, e-mail the pertinent information to Mary Andersen in F&A Quality Assurance or complete Form VR (7/2003), available on the F&A Website, and FAX to 407-882-1067. An IRS W-9 Form is also required.