

SAM—OFFICE REVOLVING FUNDS

RECOVERY OF OUTSTANDING TRAVEL ADVANCES
(Revised 12/11)

8116.1

Departments must adhere to the provisions of Government Code section 19838 and SAM section 8776.7 regarding notification and collection of overpayments from employees. In addition, the following procedures which are specific to the collection of travel advances will be followed:

1. A monthly notification must be sent to request employees who have travel advances but have not submitted a TEC to substantiate the travel expenses and/or have not returned any excess travel advance amount. An example of a memorandum is shown in 8116.1 Illustration.
2. If an employee does not submit a TEC to substantiate the travel expenses within 15 calendar days of the monthly notification date, the total amount of outstanding advances must be deducted from the employee's next regular payroll warrant(s).
3. If an employee does submit a TEC within 15 calendar days of the notification date, but does not return any excess travel advance amount within the same 15 calendar days, the excess travel advance amount must be deducted from the employee's next regular payroll warrant(s).
4. If the amount of the revolving fund check paid to the employee exceeds the amount of the State Controller's reimbursement (due to claim correction by SCO), the employee must reimburse the revolving fund for the difference. The amount owed to the revolving fund must be returned no later than 15 calendar days of the notification date. If the employee does not clear the outstanding amount, it must be deducted from the employee's next regular payroll warrant(s).
5. If an employee has payroll direct deposit, the notification must inform the employee that if the excess travel amount was not returned within the 15 calendar days of the notification, the direct deposit will be cancelled and the payroll deduction for the outstanding travel advance amount will be made in the next regular payroll warrant(s).

An example of "deducted from the next regular payroll warrant" for items (2) and (3) above is as follows:

02/01/11	Travel advance is issued to the employee
02/10/11	Travel date of employee
02/17/11	End date of employee travel
02/27/11	TEC should be submitted and/or return excess travel advance

Actions for non-compliance:

02/27/11	Employee does not submit a TEC or return the travel advance
03/01/11	Employee is sent a monthly notification to request him/her to submit a TEC or return the travel advance by 03/15/11. (The 1 st of the month is the department's established mail out date for the monthly notification)
03/16/11	Employee does not submit a TEC or return the travel advance. (This is 15 calendar days from the notification date). Outstanding advance amount will be deducted from the employee's current regular payroll warrant

Note: For an employee who has direct deposit, the department accounting or personnel office must send a notification to SCO by the 15th of the month to cancel the direct deposit.

SAM—OFFICE REVOLVING FUNDS

STATE ADMINISTRATIVE MANUAL

OFFICE REVOLVING FUND

State of California

MEMORANDUM

Date : March 1, 2011
To : (Name of Employee)
From : (Name of Department)
Subject: Monthly Statement of Travel Advances

The purpose of this monthly statement is to notify you of outstanding travel advances, where no travel expense claims (TEC) have been submitted to substantiate expenses and/or you have not returned all outstanding travel advance amounts. As of February 28, 2011, our records indicate that the following travel advances are outstanding:

Table with 4 columns: Issuance Date of Travel Advance, Amount of Travel Advance, Amount of TEC, Outstanding Advance Amount. Rows include Feb. 4, 2011 (\$500/\$480/\$20) and Feb. 10, 2011 (\$100/0/\$100), with a total row (\$600/\$480/\$120).

Please clear the outstanding advance amount of \$120 by submitting a properly prepared TEC and/or a check no later than March 16, 2011 (15 calendar days from the date of this monthly statement).

If the properly prepared TEC is not submitted and all outstanding travel advance amounts are not returned by March 16, 2011, the \$120 will be deducted from your payroll warrant for the March 2011 pay period.

If you are currently on direct deposit for payroll, the direct deposit will be cancelled and a payroll deduction for the outstanding travel advance amount will be made in your next regular payroll warrant(s).

If you have any questions, please call (name of contact person) at (telephone number of contact person).

Departmental Accounting Officer

8116.1 ILLUSTRATION

Handwritten signature and date: APR 11/2011