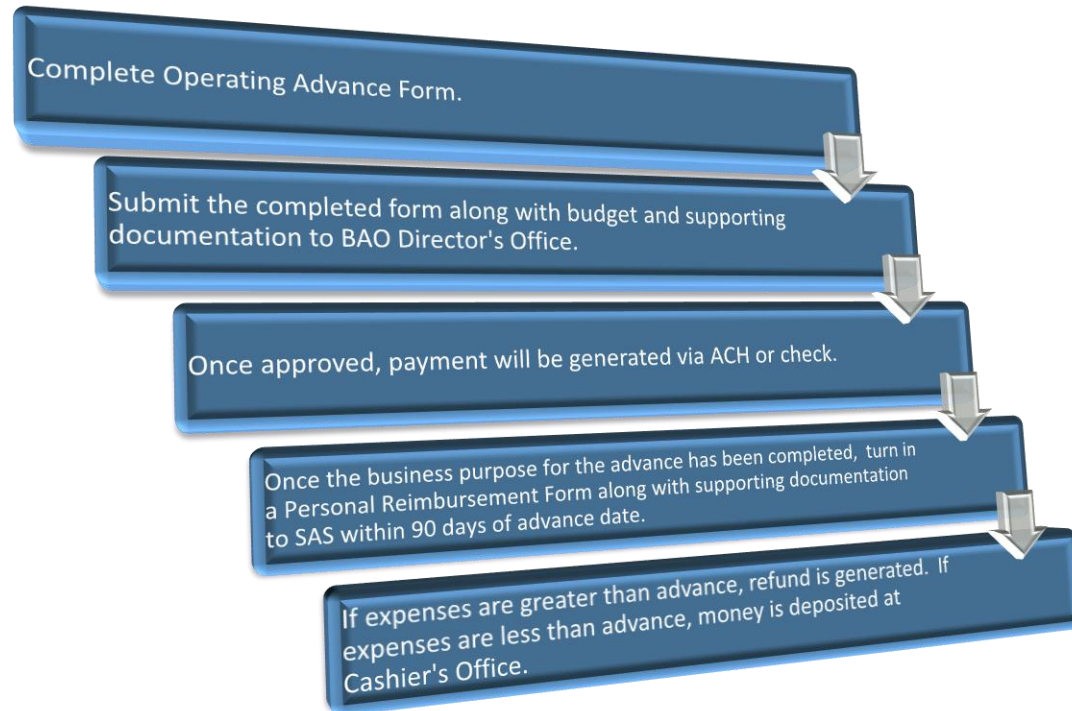




OPERATING ADVANCE INSTRUCTIONS

Process Flow



Detailed Instructions

1. Complete Operating Advance Form located out on the Business Affairs website. This form should be completed 2 weeks prior to the date needed. Use fillable form; NO written forms will be accepted. The Operating Advance Form is provided as both a PDF and a Word document at http://www.pdx.edu/bao/forms.html#facstf_travel.
2. Submit completed form along with budget and supporting documentation to the BAO Director's Office in Neuberger Hall Room 167 for approval.
3. Once approved by the Director's Office, a payment is processed. If you have direct deposit, then you will receive the operating advance through a bank transfer (ACH). ACH transactions are processed daily and take approximately 2-3 business days to be deposited to your bank account. If you are not set up with direct deposit, then you will be contacted to go to Specialized Accounting Services (SAS) in Neuberger Hall 12A to pick-up your check with a valid photo ID. Checks are cut once a week on Wednesdays and are available after 4:00 pm.
4. Once the business purpose for the advance has been completed, submit a Personal Reimbursement Form along with documentation within 90 days of advance date to SAS. If business purpose is for group travel, please complete a Travel Reimbursement Form. When submitting the reimbursement form, you need to reconcile the entire trip and total amount. Subtract the operating advance from that total and if there is no difference, then there is no additional reimbursement back to claimant. If the total of the trip is greater than the operating advance, then an additional refund will be generated. Unused funds must be deposited by check or cash to the Cashier's Office in Neuberger Hall Lobby at the Departmental Services Window using a Miscellaneous Deposit Form found on the BAO website. Use OPA001 for the index and A3150 for the account code.
5. If you should need any assistance, check the BAO website listed above for additional resources or by e-mail at travel@pdx.edu.