


Training: Airfare Pre-Paid on Business Travel Account (BTA)

*Please be sure to call Horizon's Travel Agency to get an airfare quote before filling out a Pre-Approval.

Pre-Approval:

- 1.) Start a Pre-Approval. On the Airfare and the Agency Service Charge expense line item, select the "Prepay on BTA" (Business Travel Account).

 **Airfare**

Estimated Amount










Additional Comments
Optional

Paid By

GL_ACCT

Fiscal Year

Add Pre-Approval Types

 AIRFARE	 GROUND TRANSPORTATION	 LODGING	 MEALS	 REGISTRATION	 MISCELLANEOUS
 AIRFARE	 BAGGAGE FEES	 AIRLINE SERVICE CHARGE			



Airline Service Charge

Estimated Amount	<input type="text" value="30.00"/> <input type="button" value="USD"/>
Paid By	<input type="text" value="Pre Pay on BTA (Business Travel Account)"/>
Additional Comments <small>Optional</small>	<input type="text"/>
GL_ACCT	<input type="text" value="7115"/>
Fiscal Year	<input type="text" value="19"/>

- 3.) Submit Pre-Approval.
- 4.) After the Travel Office has approved the Pre-Approval, then they will send the payment authorization to the Horizon's Travel Agency.

Expense Report:

- 1.) After your trip, complete an Expense Report and import the Pre-Approval. After importing your Pre-Approval, the traveler is required to edit every expense line item including the expenses on the BTA.

DATE	EXPENSE	SPENT	PAY ME	
Mon 10/21/2019	Agency Service Fee	30.00 USD	30.00	
Mon 10/21/2019	Meals	300.00 USD	300.00	
Mon 10/21/2019	Airfare	300.00 USD	300.00	
Mon 10/21/2019	Lodging	120.00 USD	0.00	

- 2.) Under the Airfare and the Agency Service Fee expense tile, adjust the amount to “\$0.00” since both of these expenses were paid prior to your trip. You will receive **Warning #206**, but if you add the following message, “**This expense was already paid on the BTA by the Travel Office before the trip**”, then the warning message will disappear. After this has been completed, Click “Save”.



Airfare

Amount missing for expense

#206

Please add an amount greater than zero for this expense.

This expense was already paid on the BTA by the Travel Office before my trip.

If traveling from airport other than San Angelo, please provide explanation.

Date

Amount

Paid By

Cancel

Save



Agency Service Fee

▲ Amount missing for expense

#206

Please add an amount greater than zero for this expense.

This expense was already paid on the BTA by the Travel Office before my trip.

Date

10/21/2019



Amount

0.00



USD

Paid By

Pre Pay on BTA (Business Travel Account)



3.) Submit Expense Report.