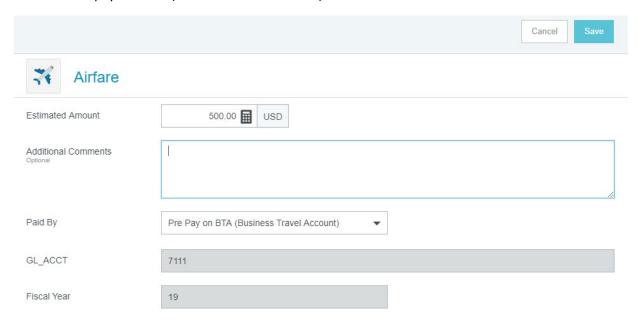
## **Training: Airfare Pre-Paid on Business Travel Account (BTA)**

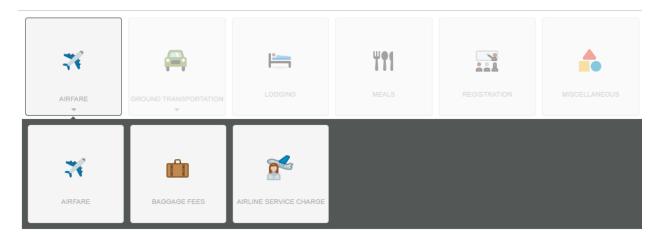
\*Please be sure to call Horizon's Travel Agency to get an airfare quote before filling out a Pre-Approval.

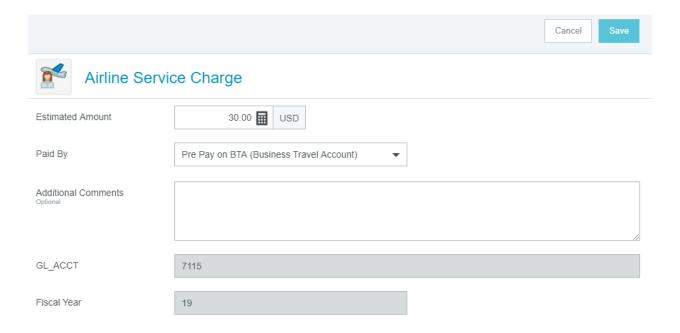
## **Pre-Approval:**

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



## Add Pre-Approval Types





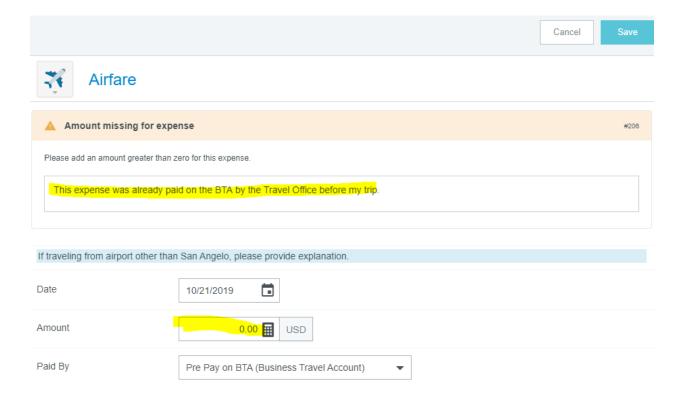
- 3.) Submit Pre-Approval.
- 4.) After the Travel Office has approved the Pre-Approval, then they will send the payment authorization to the Horizon's Travel Agency.

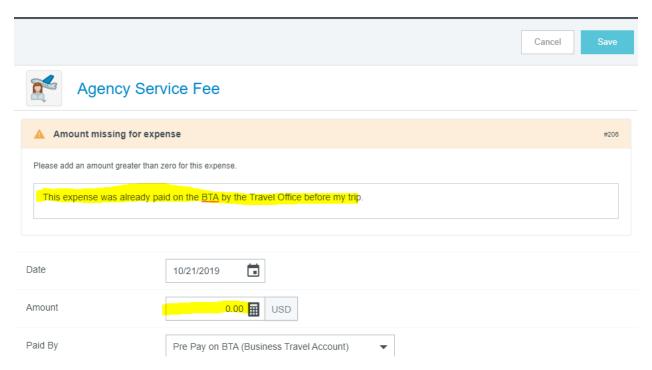
## **Expense Report:**

 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.



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".





3.) Submit Expense Report.