

Travel Advance Recoupment Procedures

When it is determined that a Travel Advance was overpaid and the agency collects a check from the employee, the recoupment check must be deposited to AFS by the agency as a "return of appropriation".

1. As soon as the check is deposited to AFS, OSUP BFA Unit staff must be notified via email sent to _DOA-OSUP-BFA@la.gov and copied to the agency Travel Administrator and _DOA-OIS-TRAVEL@la.gov.

Notification must include the following information:

- Subject of email should be - Travel Advance Recoupment Notification
 - Travel Advance Payment date
 - Travel Advance Payment amount
 - Emp name
 - Emp PN
 - Recoupment Payment Amount
 - Check #
 - Date recoupment check deposited to AFS
 - AFS CR #
 - Agency contact name, phone number & email address
2. OSUP will process the necessary adjustments in ISIS Travel to clear the overpayment and reply back to agency when complete.
 3. Agencies should not settle any travel payments for this employee until notification is received from OSUP that the recoupment has been cleared. Otherwise, ISIS Travel will automatically recoup the outstanding balance from the next payment.