

Travel Advance/Expense Recoupment Procedures

When it is determined that a Travel Advance/Expense was overpaid and the agency collects a check from the employee, the recoupment check must be deposited to AFS by the agency **and classified to the balance sheet account 6117 (Employee Travel Receivable/Payable)**. When classifying a balance sheet account in AFS, code fund, agency, balance sheet account (6117) and amount on cash receipt (no organization # is required). Balances in 6117 will be reflected on BBAL and BBAB Tables in AFS.–

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/Expense Recoupment Notification - (insert employee name and agency number)
 - Emp name
 - Agency Number
 - Emp PN
 - Travel Vendor Number
 - Travel Advance/Expense Payment date
 - Travel Advance/Expense Payment amount
 - Date Trip cancelled/corrected
 - 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 with the adjustment entry.** Otherwise, ISIS Travel will automatically recoup the outstanding balance from the next payment.