

Office of State Uniform Payroll	
Procedure Title: Travel Advance/Expense Recoupment Procedures	Revision Date: 06/06/24
	Issue Date: 06/27/06
Unit: Benefits and Financial Administration Unit	Page Number: 1 of 1
Contact: _DOA-OSUP-BFA@LA.GOV	

When it is determined that a Travel Advance/Expense was overpaid, the agency should collect a check from the employee and follow the deposit and classification process for LaGov. The original agency coding the trip was charged to should be used to classify the deposit.

1. Once the check is deposited and the classification document is approved/posted in LaGov, the agency should enter a LaGov Travel Help Ticket, which **MUST** include the classification document number.
2. LaGov Travel will process the necessary adjustments in LaGov to clear the employee/vendor's Travel record and notify the agency when complete.
3. **Agencies should not settle any travel payments for this employee until notification is received from LaGov Travel that the recoupment has been cleared with the adjustment entry.** Otherwise, LaGov Travel will automatically recoup the outstanding balance from the next payment.