Travel Card Prepayments

When a traveler uses their UC Davis Travel Visa Card for future travel or entertainment, the card provider will need to receive payment before the trip or event begins. Create an expense report using the actual travel/event dates. Entering future dates into an expense report will limit the report to imported expenses only. For foreign travel reports, simply estimate the start/end times.

Because your travel/event dates are in the future, you’ll only be allowed to submit imported expenses.

**NOTE:** AggieTravel will allow you to add out of pocket expenses, however, you’ll receive an error message when trying to submit the report.

Choose your related expenses and move them to the current report. Use the buttons at the bottom of the window to allocate or itemize, if necessary. Complete the report as usual.

**Please note:** Future dated reports are only allowed for Travel Card imported expenses.

Visit www.travel.ucdavis.edu for more information.

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