



# 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.*

Start a Request  
**Start a Report**  
Upload Receipts

### Create a New Expense Report

Report Header

Report Key: [ ] Event/Trip Type: [ ] Event/Trip Name: [ ] Event/Trip Purpose: [ ] Business Purpose: [ ]

Event/Trip Start Date: 1/12/2025 Event/Trip End Date: 1/17/2025 Spouse/Partner Expenses Included for Reimbursement?: [ ] Preparer Email: [ ] Reimbursement Method: 1. Direct Deposit/Paper Check [ ]

Comment: [ ] Related Report 1: [ ] Related Report 2: [ ] Related Report 3: [ ] Approving Division: (93) FINANCE/RESOURCE M [ ]

Approving Department: (082005) ACCOUNTING & FI [ ] Approving Subdepartment: (ACTE) A&FS: Travel and Ent [ ] Approval Type: (Travel) A&FS: Travel and Ent [ ]

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.

## Prepay

Delete Report Submit Report

+ New Expense Import Expenses Details Receipts Print / Email

Expenses [Move] [Delete] [Copy] [View] [ ]

Adding New Expense

No Expenses Found

Expense Detail	Expense Type	Source	Date	Amount
<input type="checkbox"/> UCSD COMP SERV RES...	Personal/Bus. Exp.	[ ]	05/19/2016	\$446.11
<input type="checkbox"/> HALLUC 202-861-2000...	Conference Reg.	[ ]	05/19/2016	\$995.00
<input type="checkbox"/> 0200214072704941 D...	CTS Imported Ex.	[ ]	07/15/2016	\$381.00
<input type="checkbox"/> 0200214072704941 D...	CTS Imported Ex.	[ ]	07/15/2016	\$7.50

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

Save Itemize Allocate Attach Receipt Cancel

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](http://www.travel.ucdavis.edu) for more information.