

Cash Advances:		
Payment Method:	Trip Dates:	Deadlines:
Check	Between 12/24/2005-01/23/2006	Cash Advance request must be completed in ProTrav and approved in workflow prior to noon on 12/22/05. Checks will be cut on 12/23/05 and held for normally "scheduled" pay date release.
ACH	Cash Advance payments made via ACH will continue to be processed as normal with no interruption.	
Travel Expense Voucher Reimbursements:		
Check	Reimbursement for travel already completed that must be paid via check.	These must be complete in ProTrav, approved in workflow, and supporting documentation received in the Travel office prior to 12/21/2005 in order to be reviewed and approved for payment prior to upgrade shutdown.
ACH	Reimbursement payments made via ACH will continue to be processed as normal with no interruption.	
Procurement Cards		
Daily posting of Procurement Card transactions to ProTrav will continue. Users can continue to reconcile charges, create vouchers, and submit to Accounts Payable as normal.		
Procurement Cards New Journal Id:		
Procurement Card Voucher Defaults	Beginning 02/01/2006	There are 2 new journal Id's. Pcard Vouchers that default will be posted to 1PCRDFLT00. Reversals of the Pcard Vouchers Default will post to 1PCRDREV00.