



## Important Information to Consider for Departing Employees

**Per the Statewide Travel Policy**, travel expenses and advances must be reconciled within the TTE system as soon as possible, but no later than 45 calendar days after the completion of the trip or event. If your agency allows travel advances, any portion of an advance that was not used must be returned to the State, via check, when the expense report is submitted. In any event, travel expenses submitted more than 45 days *after the last day of employment* will not be reimbursed.

For agencies using the TTE System, employees must submit all expenses in the TTE system, “matching” the expenses to the approved advance. Refer to the State’s [TTE System User Reference Guide](#) for detailed procedures. To remain compliant with the [Statewide Travel Policy](#) and the [OPB-Payment and Accounting for Travel Advances Policy](#) regarding both expenses and travel advances, TeamWorks Travel and Expense agencies have some important considerations to make before any full or part time employee leaves their agency.

To ensure accurate expense reconciliations, reimbursements of possible travel advances and to avoid unexpected budget impact, the TTE team recommends the following:

- Encourage Managers and/or HR to notify the TTE administrator before the employee leaves, when possible.
- Notify Managers and HR that TTE expense submissions **must** be made *before* the employee leaves or transfers out of your agency.
- Consider adding this reminder to your agency exit checklist.
- Run the following reports to identify outstanding expenses and unreconciled travel fees as well as cash advance balances (if applicable) which may be due.
  - ✓ **196060 Unassigned Transactions** - Detail of all AirPlus transactions not extracted into TeamWorks.
  - ✓ **Unsubmitted Expense Reports** - Detail of expense reports started but not submitted (no cash advances included).
  - ✓ **TTE Cash Advance Analysis** - Identifies outstanding cash advance balances.
  - ✓ **Unsubmitted Expense Reports with Cash Advances** - Detail of expense reports with cash advances attached but not submitted.
  - ✓ **IRS Report** – Identifies if employee has any taxable expense reports.
  - ✓ **Unassigned CC & Itineraries** - identifies This report contains two tabs when extracted as Excel: Unassigned Credit Cards\_1 (credit card transactions not assigned to an expense report), and Unassigned Itineraries\_2 (travel itineraries not assigned to an expense report).