

A decorative vertical band on the left side of the slide features a repeating pattern of white daisy-like flowers with red centers on a dark blue background.

TRAVEL USING PREPAID GRANT FUNDS

- Travel costs using prepaid grant funds for **employee** travel (hotels, airfare, and employee registrations) must be coded to the Travel Pending account 199 13-XXX-99-XXX 6411 370
- Travel costs using prepaid grant funds for **student** travel must be coded to the Travel Pending account 199 11-XXX-XX-XXX 6412 370
- Please refer to the AP Tip of Week under Travel dated 10/21/20 **Travel Confirmation & Travel Recap** regarding how and when to move funds from the Travel Pending account to the grant funds