

From: [Cardinal.Conversions \(DOA\)](#)
To: [Cardinal.Conversions \(DOA\)](#)
Subject: CARS Travel Advance Conversion and Processing Steps
Date: Thursday, September 04, 2014 2:30:21 PM
Attachments: [CARS Travel Advance Conversion and Processing Steps.docx](#)

In preparation for the Wave 1 Cardinal implementation on October 1, 2014, additional action is required for outstanding CARS Travel Advances.

Any outstanding CARS Travel Advance (i.e., GLA 105) balance will convert to Cardinal Account 131051, Employee Travel Adv-Converted. This outstanding balance will require special attention and handling; therefore, **we recommend that travel advances be repaid prior to September 30, 2014, wherever possible.** The associated CARS transactions (i.e., deposit or travel voucher) must also be posted to CARS in FM03.

Please reference and follow the guidelines in the attached document, **CARS Travel Advance Conversion and Processing Steps**, to successfully transition your travel advances from CARS to Cardinal. Attention to the outstanding balances is required now. For a successful transition, **do not wait until October 1, 2014** to address any outstanding CARS travel advances.

Please contact the Cardinal Conversion Team at Cardinal.Conversions@doa.virginia.gov if you have any questions related to this communication.

-Cardinal Project Team