

How to Reconcile a Cash Advance in e-Reimbursement (Traveler Role)

After an e-Reimbursement cash advance has been used or the respective travel dates have passed, Travelers are required to reconcile the cash advance received with an offsetting expense report.

- 1) Sign into e-Reimbursement. Click on **Create** in the *e-Reimbursement-Expenses* box. If the dates of travel have already occurred, the Traveler will be alerted that an outstanding cash advance exists.

Create Expense Report


Populate From A Travel Authorization

Report ID: NEXT

From Date: To:

Select	Travel Auth Description	Travel Auth ID	Business Purpose	Advance ID	Advance Status
<input type="checkbox"/>	Innovation Research Grant	0000000126	RSRCH	0000000058	PD

Windows Internet Explorer

 Please start your expense report from approved travel authorizations (32000,102)

In order to reconcile your outstanding paid (PD) cash advance you must select the associated travel authorization to create your expense report

- 2) Click the **OK** button and select the appropriate cash advance from the *Travel Auth Description* column. A pre-populated expense report displays with the information originally submitted on the travel authorization.
- 3) Make any necessary changes to the existing report and submit.
- 4) The traveler receives several alerts when the expense report is submitted if expenses are less than the outstanding cash advance.

A submit confirmation is displayed after the expense report is submitted. The confirmation illustrated below indicates that the traveler owes the University \$50.00.

Create Expense Report

Submit Confirmation

Report ID: NEXT

Expense Report Totals	
Employee Expenses:	2,950.00 USD
Non-Reimbursable Expenses:	0.00 USD
Prepaid Expenses:	0.00 USD
Employee Credits:	0.00 USD
Vendor Credits:	0.00 USD
Cash Advances Applied:	3,000.00 USD
Due University:	50.00 USD
Due Vendor:	0.00 USD

[Definition of Totals](#)

Click OK to submit, or click Cancel to return to the expense report without submitting.

This is an example of the warning screen when an expense report is submitted and the expenses are less than the outstanding cash advance.

Warning -- There is an amount due the University for this expense report. (32000,109)

You will need to make out a check to the University for the amount due and submit with your receipts.

OK

Cancel