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.

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.
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