

## e-Reimbursement

### A. Creating a Travel Authorization/Cash Advance

Travelers (UW-Madison employees) and/or Alternates (UW-Madison employees who prepare transactions on behalf of some else) may create a Travel Authorization/Cash Advance.

*Note:* If an incoming employee is encumbered and not active on payroll (has not officially started work yet), they are considered a non-employee. A UW-Madison employee (Alternate) may submit a Travel Authorization/Cash Advance on their behalf. Please review [203-Payment for Services and Travel and Expense Reimbursement for Non-employees](#).

1. To create a travel authorization click on Employee Self-Service, Travel and Expense Center, Travel Authorization, Create



2. After entering the required information and anticipated expenses, click submit. The traveler will be prompted for a Cash Advance if their e-Reimbursement account has been **activated for cash advances** when the Travel Authorization is submitted. If a Cash Advance is desired, the Traveler should click "Yes" when prompted for the Cash Advance.

*Note:* There is **no** opportunity to add a Cash Advance to a Travel Authorization once the TA has been submitted and when "No" is

Would you like a cash advance in the amount of \$1660.00?  
(32000,221)

A cash advance is available for the lessor of the maximum cash advance allowed for the user or the amount of cash advance available from the Travel Authorization. Only Payment Type of ~~Personal Funds~~ is considered for a cash advance.

Yes

No

selected at the Cash Advance prompt. Travelers who have not been activated for Cash Advances will not see the prompt asking if they want to receive a Cash Advance.

## e-Reimbursement

3. A Travel Authorization and Cash Advance ID will be assigned.

**Travel Authorization Details**

[User Defaults](#)      Authorization ID: 000000128

General Information			
Description:	Innovation Research Grant	Comment:	Travel expenses for Innovation Research Grant Project.
Business Purpose:	Research Assignment		
Status:	Submission in Process	Last Updated:	05/27/2009      By: 00032404
Default Location:	LOS ANGELES, CA		
*Date From:	08/01/2009	Date To:	08/11/2009

Advance ID: 000000060

4. **Travel Authorizations and Cash Advances must be submitted and fully approved prior to the date of travel or they cannot be used.**

### B. Payment of a Cash Advance

Cash advances will be paid after they are approved by the traveler's departmental Approver and Auditor (please see the Job Aid, [Approve Travel Authorization Request](#), to review the e-Reimbursement approval steps).

- **Please note:** payment of the advance will be made using the same method of payment as their payroll check (i.e. direct deposit or paper check).

### C. Creating an Expense Report from an Existing Travel Authorization/Cash Advance

1. **Create a new Expense Report**

The screenshot shows a window titled "e-Reimbursement - Expenses" with a grid of menu options. A red arrow points to the "Create" option in the top-left cell. The "Create" option is described as "Create a New Expense Report for you or someone else". Other options include "Modify", "View", "Assign an Alternate", "Queries/Reports", "Delete", "Employee Expense History", "Create a Travel Authorization", and "Modify a Travel Authorization".

**Please note:** Make sure that you are creating the expense report using the Employee ID that the cash advance was originally submitted under, otherwise, there will **NOT** be an alert to warn that there is an approved TA/CA and the TA/CA **will never be closed out (e.g., reconciled)**.

## e-Reimbursement

When creating the Expense Report after travel has occurred, the traveler is alerted that an outstanding cash advance exists.

### ALWAYS

create the expense report by using the cash advance link indicated in the alert. When using this cash advance link, the expense report entry is streamlined because it includes pre-populated expenses created when the cash advance was requested. Using the linked TA/CA will also close out the TA/CA.

Create Expense Report

Populate From A Travel Authorization

Report ID: NEXT

From Date: 05/27/2008 To: 05/27/2009 Search

	Travel Auth Description	Travel Auth ID	Business Purpose	Advance ID	Advance Status
Select	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

OK

Screen shot showing the alert that there is an approved travel authorization.

3. 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

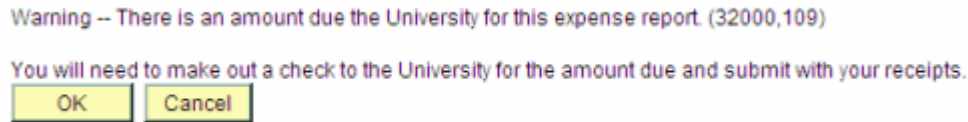
Definition of Totals

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

OK Cancel

## e-Reimbursement

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



### D. Reconciling a Cash Advance

When the traveler does not spend the entire cash advance, it is the **traveler's responsibility to submit a check payable to UW-Madison for the outstanding balance** when the expense report is submitted along with the receipt packet.

1. The Approver forwards the check to the Auditor for reconciliation.
2. The Auditor approves the expense report.
3. After approving the expense report, the Auditor records the refund in e-Reimbursement. The navigation is: Travel and Expenses > Manage Accounting > Reconcile Cash Advances. Enter the check number and amount of the check, then click "Save for Later". This will change the status of the cash advance to "reconciled" and it also creates some accounting entries.
4. The check is submitted for deposit using a **Vendor Refund Form**. The Vendor Refund Form is coded as a credit to account 6241 using the same chartfield coding as the original cash advance (Fund, DeptID, Project, and Program). Enter the Cash Advance and Expense Report numbers in the "Inv No" field; e.g., CA###/ER####.

### E. Review Outstanding Cash Advances in WISDM

1. Log into WISDM.
2. From the navigation menu, choose Other Searches and then Transactions.
3. Use the fiscal year in which the Cash Advance was paid.
4. Include all accounting periods.
5. In the Department box, select "starts with" and enter Department number; enter 6241 in Account.
  - o Note: If entries are not found using 6241, enter Account Code 6166.
6. Check "yes" for Balance Account.
7. Submit.
8. WISDM will display all outstanding cash advances which have been set up. Output data to Excel to view, sort, and/or save the information