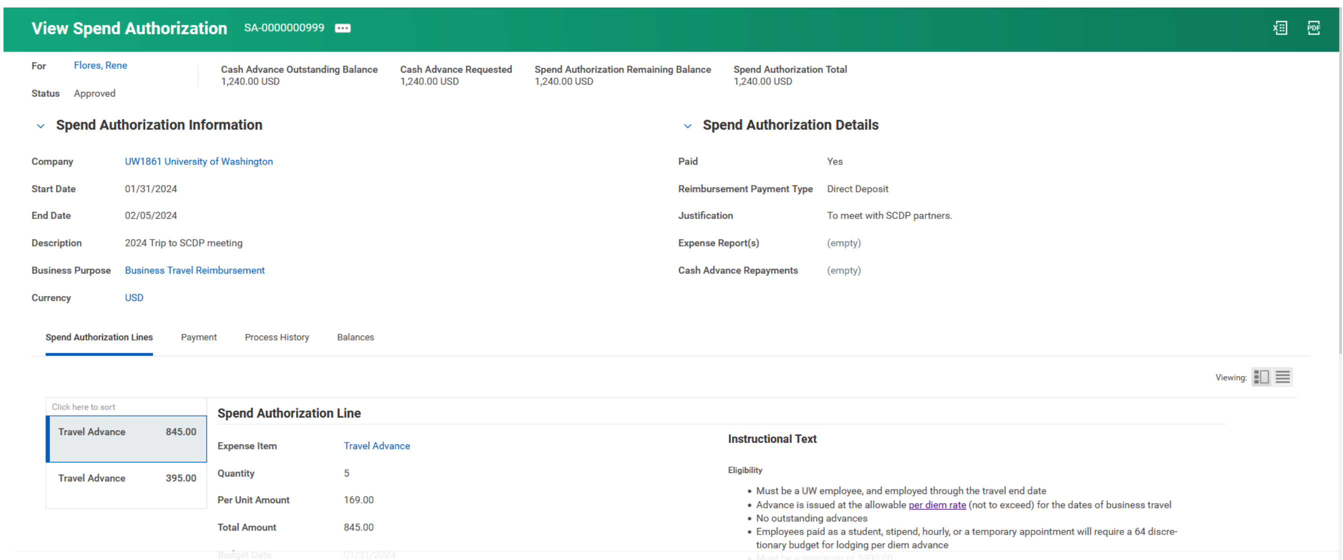
Table of Contents:

- How to reconcile a travel advance – p1
- Possible outcomes of reconciliation - Including repayment – p5
- Default on Reconciliation/Repayment – p6

How to reconcile an outstanding travel advance

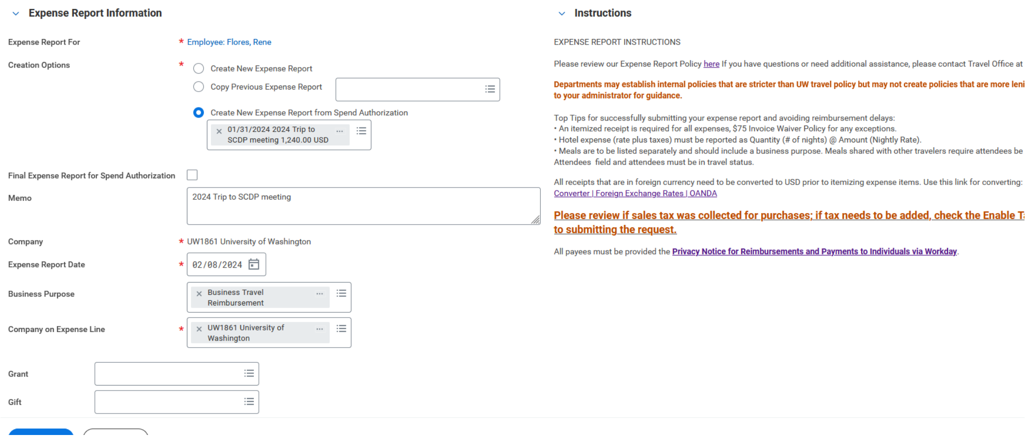
This guide will be solely for reconciling a travel per diem advance and field advances will not be mentioned. To request a travel per diem advance, please follow the guide on our website linked here: Link

For the purpose of this guide, we will be reconciling the travel advance issued in SA-0000000999. This advance was issued for a total of $1240 for 5 days of meals and lodging per diem. See below:



1. To reconcile this advance now that the trip has passed, we will begin by creating an expense report.
   a. This can be done by typing "Create expense report for worker" in the search bar.
2. On the "Create Expense Report" page, click the creation option called "Create New Expense Report from Spend Authorization". After this option is selected, click on the box next to it to then be able to select the spend auth from which the advance was issued. You will be able to identify

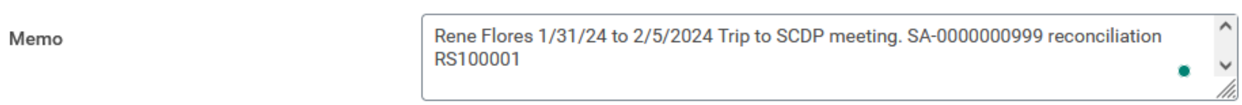
it by the memo field. See below for how it should look once the spend auth is selected:



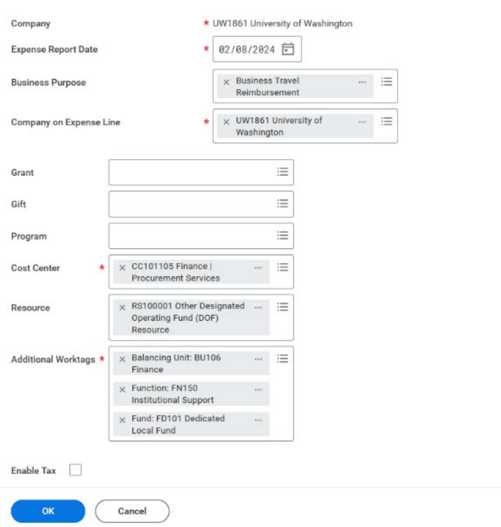
a. This means that this spend auth is now linked to this expense report.

3. If this is to be the only expense report needed to reconcile this advance (for example the trip is over and the traveler has all receipts and is ready to fully reconcile the advance, then you may click the "Final Expense Report for Spend Authorization" box to close the spend auth regardless of amount reconciled once the ER is submitted. Please note that if your expense report reconciles the full amount of the spend auth or more, it will automatically close the spend auth regardless of this box being checked or not.

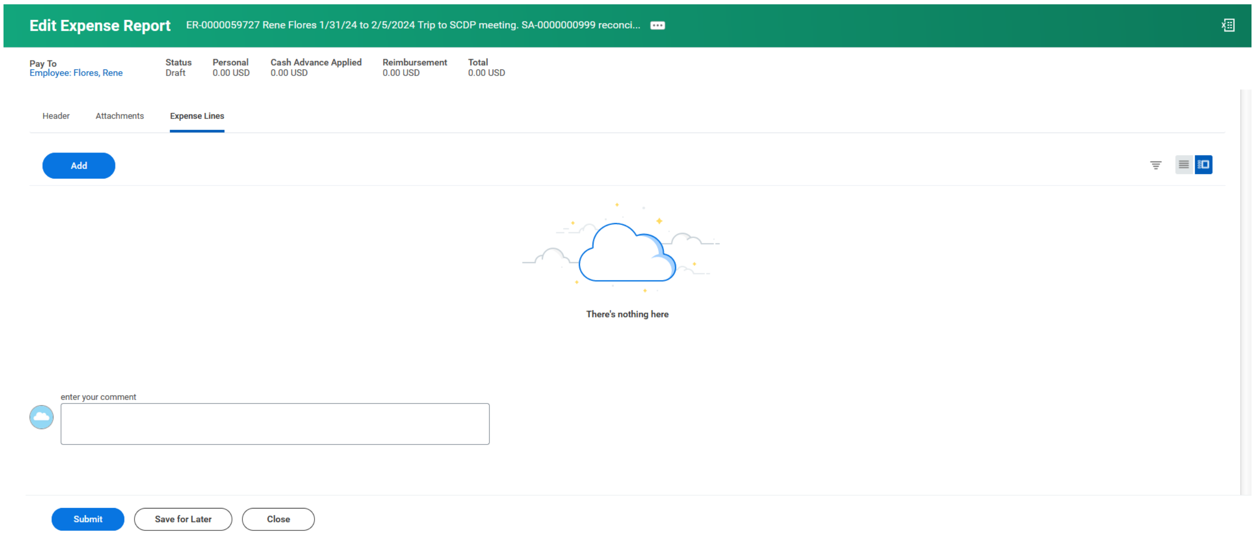
4. Enter the memo in accordance with your department's naming conventions and so as to make it clear this is a reconciliation ER. I will enter a standard memo:



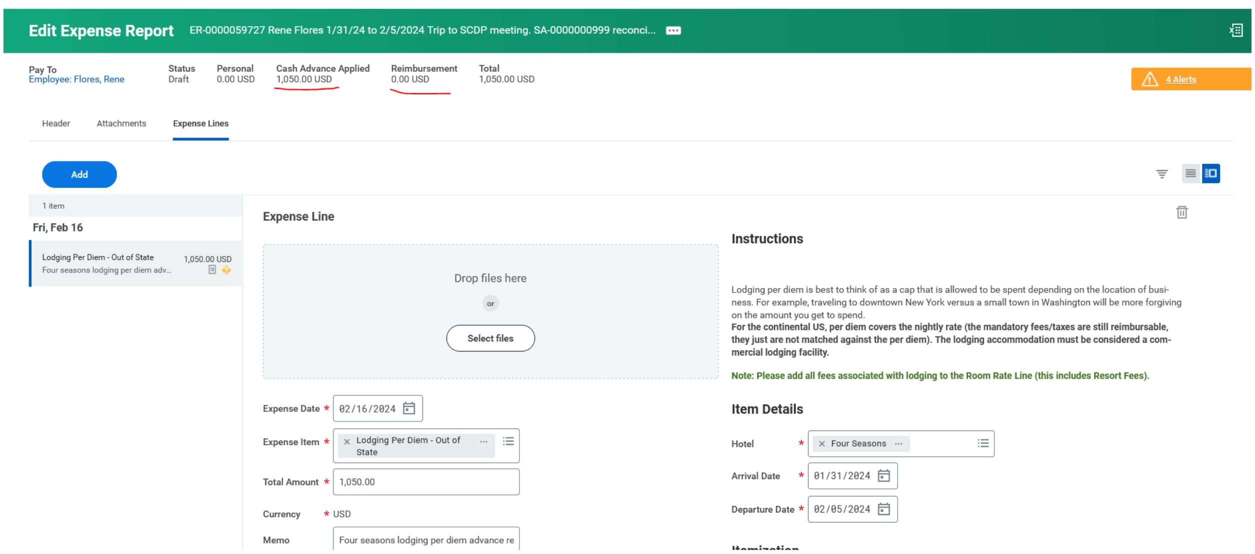
5. Enter the worktags. Please note that do not need to be the same worktags as those on the spend authorization as Workday will accommodate this on the backend.



6. Once all is filled out satisfactorily, you may click the blue "OK" button. This will bring us to the next step where we will begin to add the expense lines.

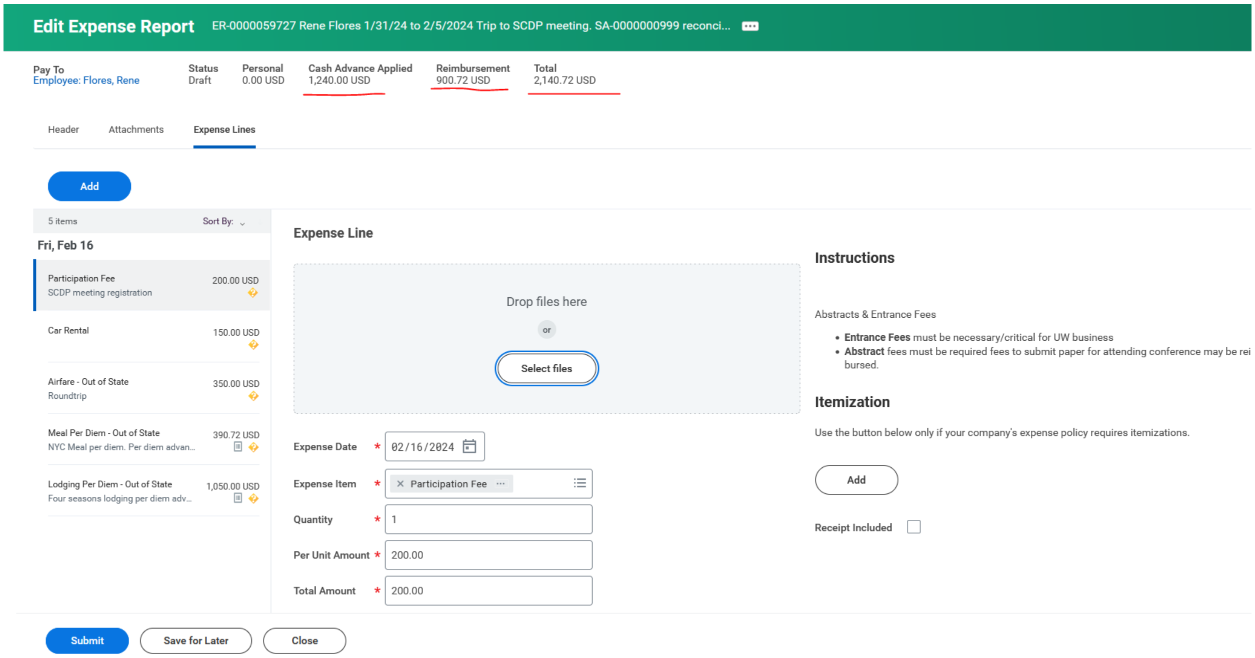


7. Click the "add" button and add meal and lodging per diem lines. We will begin by verifying the lodging portion of the advance. To do so we choose the relevant lodging per diem expense item (in this case "Lodging per diem – out of state" as this trip is to NYC) and then just fill in the expense item as we normally would, entering all details from the folio. In our example today, I will enter it above per diem as is typically the case for conference travel. (For guidance on entering lodging per diem, see the lodging per diem guide)



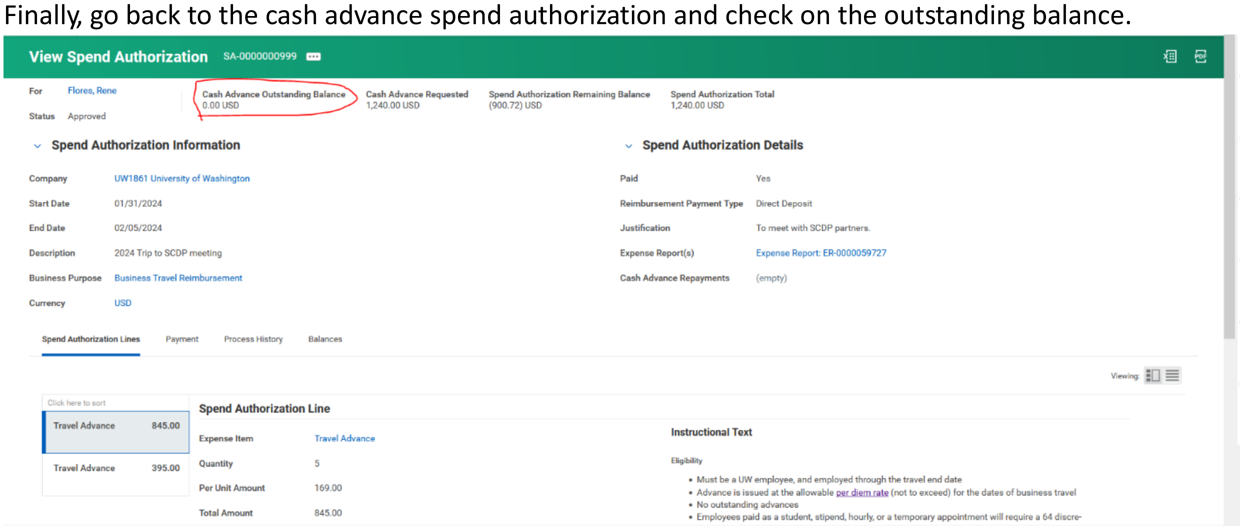
As you can see, Workday begins applying the cash advance oustanding balance. Looking at the highlighted lines we can see in the "Cash Advance Applied" section that we have successfully reconciled $1050.00 of the advance so far and as such the current amount to be reimbursed is zero per the "Reimbursement" section. Workday will first "eat" through the amount of the cash advance before the traveler begins getting any reimbursement.

8. Now, as the advance was also for meals, we will enter a meal per diem expense item as well as other expenses the traveler incurred.



As you can see above, we have finished the expense report by adding the rest of the expenses the traveler incurred in the same way we normally would. Now, the "Cash Advance Applied" shows that we have reconciled the full amount of cash advance. In fact, we went over the cash advance. Workday will subtract the cash advance amount and reimburse the traveler the difference. From the above screenshot you see this in how the "Reimbursement" section shows an amount of $900.72. This is the amount the traveler will receive. The "Total" shows the total amount of expenses and is the sum of the reimbursement and the cash advance applied sections.

9. Now we ensure all receipts and required documents are attached and we click the blue "Submit" button at the bottom and then fill out the questionnaire and we have reconciled the advance!
10. Finally, go back to the cash advance spend authorization and check on the outstanding balance.



Above is the spend authorization for the cash advance we just reconciled. As you can see in the red circle, the "Cash Advance Outstanding Balance" shows $0.00 meaning we have fully reconciled the advance and under "Spend Authorization details we can see the expense report associated with this advance. Please note that *multiple* ERs can be used to reconcile one advance. Finally, you can see we came out with a positive balance as the "Spend Authorization Remaining Balance" shows a negative (amount) meaning the entire amount of the advance was reconciled and the traveler was reimbursed for the extra expenses.

Possible Cash Advance Reconciliation Outcomes

There are **three** different reconciliation scenarios for cash advances.

1. There is a zero balance. Meaning that the traveler used just the amount provided in the advance. No more, no less. – In this case, no further action is needed!
2. There is a positive balance. Meaning that the traveler used all the funds of the advance and then some. – In this case, no further action is needed as the full amount has been accounted for and the traveler was reimbursed for the extra expenses!
3. There is a negative balance. The trip has ended, and the traveler did not use the full amount of the advance. – In this case, the traveler will need to return the unused portion of the advance to the University.
    a. This can happen if the trip was cut short, the traveler did not spend as much as they anticipated on lodging, or even if the trip was outright canceled.
    b. To return the funds, the traveler must write a check made out to "**The University of Washington**" and mailed via **Cash/Check Deposits Procedure**.
    c. Once the check has been mailed, please email Travel Services (**travel@uw.edu**) with the following information: Employee Name, Spend Authorization #, Check #, Check amount, Date of sent check, REF# (Cash Remittance Form Number)
    d. Travel Services will then work with the Cash Team and reconcile the Travel Advance.

If the advance is not reconciled within 60 days

Per State policy (SAAM 10.80.60 - 10.80.70) all advances must be repaid within 60 days of the trip end date. Parties bearing responsibility for the advance being reconciled include the traveler, the submitter, and the cost center manager. Travel Services will send a notice to these three parties upon approving issuance of the advance. The advance should be reconciled as soon as possible once the trip is over.

If it is not reconciled 14 days from the 60-day due date, Travel Services will send a reminder to the responsible parties to reconcile the advance.

If it is not reconciled on the 60-day due date, Travel Services will contact the escalate to the department administration and Dean level. If the balance remains unreconciled, it will be considered a loss to the university and misappropriation of funds on part of the payee and the payee will be reported to Internal Audit to begin the restitution process as per APS 47.4.