

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:

View Spend AuthorizationSA-0000000999

ForFlores, Rene

Cash Advance Outstanding Balance1,240.00 USD

Cash Advance Requested1,240.00 USD

Spend Authorization Remaining Balance1,240.00 USD

Spend Authorization Total1,240.00 USD

StatusApproved

Spend Authorization Information

CompanyUW1861 University of Washington

Start Date01/31/2024

End Date02/05/2024

Description2024 Trip to SCDP meeting

Business PurposeBusiness Travel Reimbursement

CurrencyUSD

Spend Authorization Details

PaidYes

Reimbursement Payment TypeDirect Deposit

JustificationTo meet with SCDP partners.

Expense Report(s)(empty)

Cash Advance Repayments(empty)

Spend Authorization Lines

Payment

Process History

Balances

Click here to sort

Spend Authorization Line		Instructional Text
Travel Advance	845.00	Eligibility - Must be a UW employee, and employed through the travel end date - Advance is issued at the allowable per diem rate (not to exceed) for the dates of business travel - No outstanding advances - Employees paid as a student, stipend, hourly, or a temporary appointment will require a 64 discretionary budget for lodging per diem advance - Must be a minimum of \$200.00
Expense Item	Travel Advance	
Quantity	5	
Per Unit Amount	169.00	
Total Amount	845.00	

Budget Date

01/01/2024

- To reconcile this advance now that the trip has passed, we will begin by creating an expense report.
 - This can be done by typing "Create expense report for worker" in the search bar.
- 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

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

Expense Report Information

Expense Report For
Creation Options
Employee: Flores, Rene
Create New Expense Report
Copy Previous Expense Report
Create New Expense Report from Spend Authorization
01/31/2024 2024 Trip to SCDP meeting 1,240.00 USD
Final Expense Report for Spend Authorization
Memo
2024 Trip to SCDP meeting
Company
UW1861 University of Washington
Expense Report Date
02/08/2024
Business Purpose
Business Travel Reimbursement
Company on Expense Line
UW1861 University of Washington
Grant
Gift

Instructions

EXPENSE REPORT INSTRUCTIONS
Please review our Expense Report Policy [here](#). If you have questions or need additional assistance, please contact Travel Office at [Travel Office](#).
Departments may establish internal policies that are stricter than UW travel policy but may not create policies that are more lenient than UW travel policy.
Top Tips for successfully submitting your expense report and avoiding reimbursement delays:
• An itemized receipt is required for all expenses, \$75 Invoice Waiver Policy for any exceptions.
• Hotel expense (rate plus taxes) must be reported as Quantity (# of nights) @ Amount (Nightly Rate).
• Meals are to be listed separately and should include a business purpose. Meals shared with other travelers require attendees be attendees, field and attendees must be in travel status.
All receipts that are in foreign currency need to be converted to USD prior to itemizing expense items. Use this link for converting: [Converter / Foreign Exchange Rates / OANDA](#)
Please review if sales tax was collected for purchases; if tax needs to be added, check the Enable T to submitting the request.
All payees must be provided the [Privacy Notice for Reimbursements and Payments to Individuals via Workday](#).

- 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.

Final Expense Report for Spend Authorization ☒

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:

Memo

Rene Flores 1/31/24 to 2/5/2024 Trip to SCDP meeting. SA-0000000999 reconciliation RS100001

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.

Company
Expense Report Date
Business Purpose
Company on Expense Line
Grant
Gift
Program
Cost Center
Resource
Additional Worktags
Enable Tax

UW1861 University of Washington

02/08/2024

Business Travel Reimbursement

UW1861 University of Washington

CC101105 Finance | Procurement Services

RS100001 Other Designated Operating Fund (DOF) Resource

Balancing Unit: BU106 Finance
Function: FN150 Institutional Support
Fund: FD101 Dedicated Local Fund

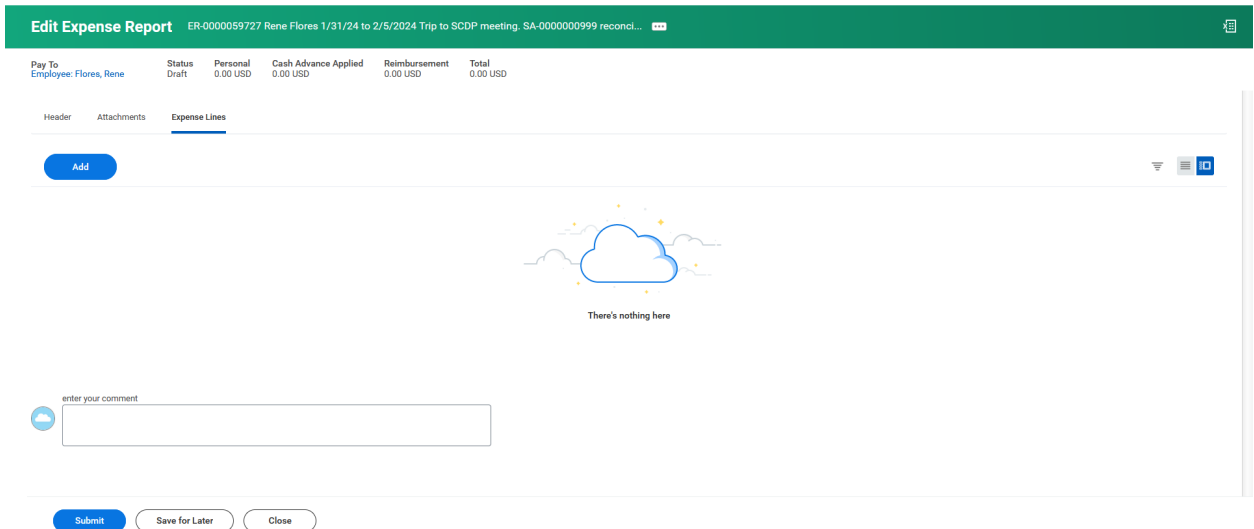
☐

OK

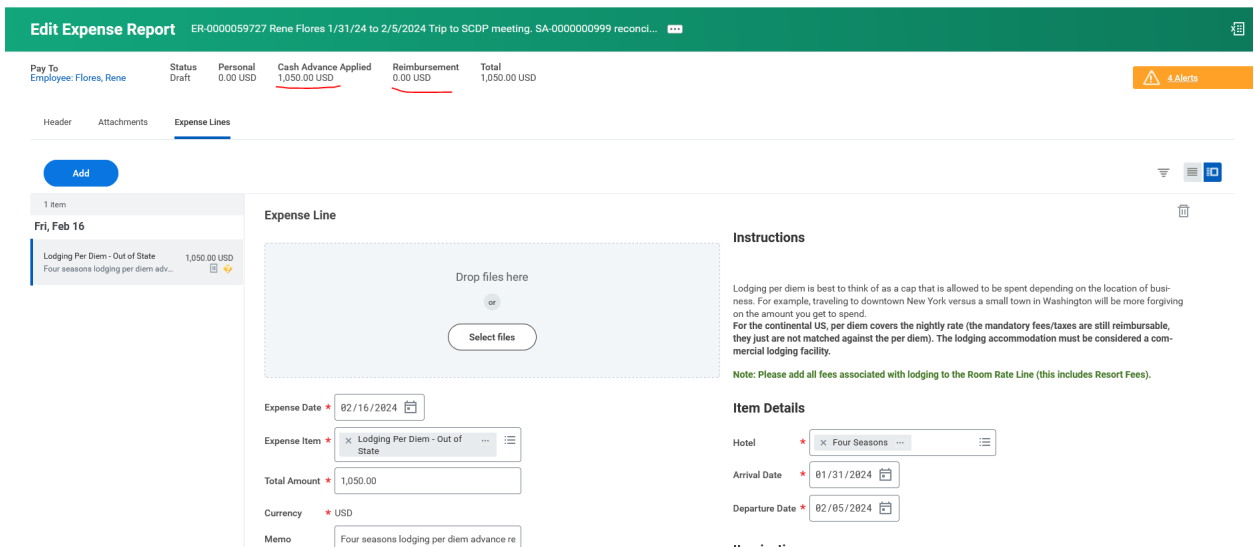
Cancel

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- 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.



- 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 outstanding 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.

- 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.

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Edit Expense Report ER-0000059727 Rene Flores 1/31/24 to 2/5/2024 Trip to SCDP meeting. SA-0000000999 reconcil...

Pay To	Status	Personal	Cash Advance Applied	Reimbursement	Total
Employee: Flores, Rene	Draft	0.00 USD	1,240.00 USD	900.72 USD	2,140.72 USD

Header Attachments **Expense Lines**

Add

5 items Sort By: ▾

Fri, Feb 16

Participation Fee SCDP meeting registration	200.00 USD
Car Rental	150.00 USD
Airfare - Out of State Roundtrip	350.00 USD
Meal Per Diem - Out of State NYC Meal per diem. Per diem advan...	390.72 USD
Lodging Per Diem - Out of State Four seasons lodging per diem adv...	1,050.00 USD

Expense Line

Drop files here

Select files

Instructions

Abstracts & Entrance Fees

- Entrance Fees must be necessary/critical for UW business
- Abstract fees must be required fees to submit paper for attending conference may be reimbursed.

Itemization

Use the button below only if your company's expense policy requires itemizations.

Add

Receipt Included ☐

Expense Date * 02/16/2024

Expense Item * Participation Fee

Quantity * 1

Per Unit Amount * 200.00

Total Amount * 200.00

Submit **Save for Later** **Close**

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.

- 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!
- Finally, go back to the cash advance spend authorization and check on the outstanding balance.

View Spend Authorization SA-0000000999

For	Cash Advance Outstanding Balance	Cash Advance Requested	Spend Authorization Remaining Balance	Spend Authorization Total
Flores, Rene	0.00 USD	1,240.00 USD	(900.72) USD	1,240.00 USD

Status: Approved

Spend Authorization Information

Company: UW1861 University of Washington

Start Date: 01/31/2024

End Date: 02/05/2024

Description: 2024 Trip to SCDP meeting

Business Purpose: Business Travel Reimbursement

Currency: USD

Spend Authorization Details

Paid: Yes

Reimbursement Payment Type: Direct Deposit

Justification: To meet with SCDP partners.

Expense Report(s): Expense Report: ER-0000059727

Cash Advance Repayments: (empty)

Spend Authorization Lines Payment Process History Balances

Click here to sort

Spend Authorization Line	Expense Item	Quantity	Per Unit Amount	Total Amount
Travel Advance	Travel Advance	5	169.00	845.00
Travel Advance				395.00

Instructional Text

Eligibility

- Must be a UW employee, and employed through the travel end date
- Advance is issued at the allowable per diem rate (not to exceed) for the dates of business travel
- No outstanding advances
- Employees paid as a student, stipend, hourly, or a temporary appointment will require a 64 disclosure request for lodging per diem advance

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.