

How to reconcile an outstanding travel advance

This guide will be solely for reconciling a travel per diem advance. Please note this will not apply for field advances. To request a travel per diem advance, please follow the guide on our website linked here: [Link](#)

This guide will be made for reconciling an advance made for oneself. However, worry not, the process for reconciling someone else's advance will be the same except for the beginning as you would use the "create expense report for worker" function by typing it into the Workday search bar and then entering the traveler's name in the "pay to" instead of how this guide will initiate it.

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 Authorization SA-0000000999

For	Flores, Rene	Cash Advance Outstanding Balance	1,240.00 USD	Cash Advance Requested	1,240.00 USD	Spend Authorization Remaining Balance	1,240.00 USD	Spend Authorization Total	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): (empty)
Cash Advance Repayments: (empty)

Spend Authorization Lines | Payment | Process History | Balances

Spend Authorization Line		Instructional Text
Travel Advance	845.00	Eligibility <ul style="list-style-type: none">Must be a UW employee, and employed through the travel end dateAdvance is issued at the allowable <u>per diem rate</u> (not to exceed) for the dates of business travelNo outstanding advancesEmployees paid as a student, stipend, hourly, or a temporary appointment will require a 64 discretionary budget for lodging per diem advance
Travel Advance	395.00	
Total Amount	845.00	

Budget Date: 01/31/2024

1. To reconcile this advance now that the trip has passed, we will begin by creating an expense report.
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:

The screenshot shows the 'Expense Report Information' and 'Instructions' sections. In the 'Expense Report Information' section, the 'Create New Expense Report from Spend Authorization' option is selected, and a spend authorization is chosen: '01/31/2024 2024 Trip to SCDP meeting 1,240.00 USD'. The 'Final Expense Report for Spend Authorization' checkbox is also checked. The memo field contains '2024 Trip to SCDP meeting'. The company is 'UW1861 University of Washington', the date is '02/08/2024', and the business purpose is 'Business Travel Reimbursement'. The company on expense line is also 'UW1861 University of Washington'. The 'Instructions' section provides guidance on submitting expense reports, including tips for itemization and tax requirements.

- 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

5. Enter the worktags. Please note that they must match the worktags on the spend authorization so that the transactions may match off with the advanced amounts and cleanly reconcile.

The screenshot shows the 'Additional Worktags' section of the expense report form. The company is 'UW1861 University of Washington', the date is '02/08/2024', and the business purpose is 'Business Travel Reimbursement'. The company on expense line is 'UW1861 University of Washington'. The cost center is 'CC101105 Finance | Procurement Services'. The resource is 'RS100001 Other Designated Operating Fund (DOF) Resource'. The additional worktags are: 'Balancing Unit: BU106 Finance', 'Function: FN150 Institutional Support', and 'Fund: FD101 Dedicated Local Fund'. There is an 'Enable Tax' checkbox which is unchecked. At the bottom, there are 'OK' and 'Cancel' buttons.

- 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.

Edit Expense Report ER-000059727 Rene Flores 1/31/24 to 2/5/2024 Trip to SCDP meeting, SA-000000999 reconcil...

Pay To Employee: Flores, Rene	Status Draft	Personal 0.00 USD	Cash Advance Applied 0.00 USD	Reimbursement 0.00 USD	Total 0.00 USD
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Header Attachments **Expense Lines**

Add

There's nothing here

enter your comment

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

- 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](#))

Edit Expense Report ER-000059727 Rene Flores 1/31/24 to 2/5/2024 Trip to SCDP meeting, SA-000000999 reconcil...

Pay To Employee: Flores, Rene	Status Draft	Personal 0.00 USD	Cash Advance Applied 1,050.00 USD	Reimbursement 0.00 USD	Total 1,050.00 USD
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Header Attachments **Expense Lines**

Add

1 Item
Fri, Feb 16

Lodging Per Diem - Out of State	1,050.00 USD
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Expense Line

Drop files here

Select files

Expense Date * 02/16/2024

Expense Item * Lodging Per Diem - Out of State

Total Amount * 1,050.00

Currency * USD

Memo Four seasons lodging per diem advance re

Instructions

Lodging per diem is best to think of as a cap that is allowed to be spent depending on the location of business. For example, traveling to downtown New York versus a small town in Washington will be more forgiving on the amount you get to spend. For the continental US, per diem covers the nightly rate (the mandatory fees/taxes are still reimbursable, they just are not matched against the per diem). The lodging accommodation must be considered a commercial lodging facility.

Note: Please add all fees associated with lodging to the Room Rate Line (this includes Resort Fees).

Item Details

Hotel * Four Seasons

Arrival Date * 01/31/2024

Departure Date * 02/05/2024

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-000000999 reconciled...

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

Expense Date * 02/16/2024

Expense Item * Participation Fee

Quantity * 1

Per Unit Amount * 200.00

Total Amount * 200.00

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 re-imbursed.

Itemization

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

Add

Receipt Included

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-000000999

For Flores, Rene	Cash Advance Outstanding Balance 0.00 USD	Cash Advance Requested 1,240.00 USD	Spend Authorization Remaining Balance (900.72) USD	Spend Authorization Total 1,240.00 USD
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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	Instructional Text
Travel Advance	845.00	Travel Advance	5	169.00	845.00	<p>Eligibility</p> <ul style="list-style-type: none"> 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 discred-
Travel Advance	395.00					

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

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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 outcome 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**” for the amount of the unused funds and mail it to:
 - i. If through **campus mail**, address the envelope to “Travel Services” and send it to box number 354967.
 - ii. If through **USPS**, mail it to: Travel Services
Roosevelt Commons West, Box 354967
4300 Roosevelt Way NE, Seattle, WA 98195-4967
 - c. Travel Services will handle the rest and contact you and the traveler if anything else is needed.