

Reconciliation Procedure:

- Create a new expense report
- Enter the advance amount in the 'per diem advance received' line item
- Enter all expenses associated with the trip the advance was for
- If the reimbursement amount is positive, the traveler will be reimbursed that amount, and the advance will be reconciled
- If the reimbursement is zero, no amount will be paid, but the advance will be reconciled
- If the reimbursement is negative, the traveler will need to pay that amount back to the budget and the advance will be reconciled once check is received
 - The check should be made out to "The University of Washington" and mailed to:
 - UW Travel Office
 - BOX # 354999

****Please indicate what expense report this check is regarding****

- The money will then be deposited and transferred back to the budget via a Cash Transmittal (CT)

