

Step-by-Step Guide

Travel Reconciliation Expense Report: Reconciling Cash Advances

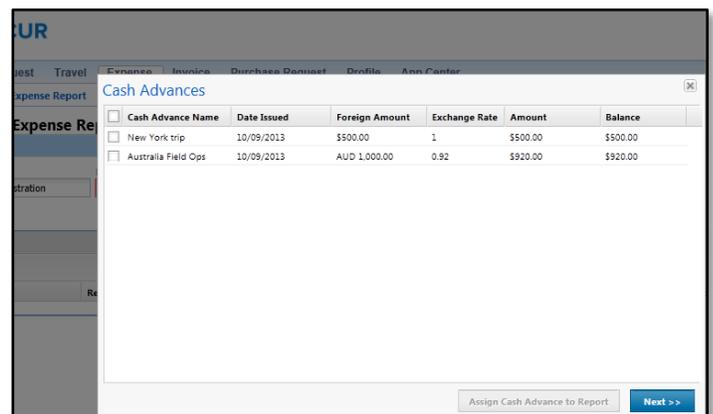
Overview of the Cash Advance Reconciliation Process

Upon return from your University trip, create and submit an expense report within the Concur Travel & Expense System. Your expense report should include all relevant Travel Card and out-of-pocket expenses. The completed expense report may result in a reimbursement to you, or in you owing money to the University.

How to Reconcile Cash Advances

Begin by accessing Concur via [your campus portal](#). After logging in to your campus portal, on the **CU Resources** tab, click **Business Applications** and then select **Concur Travel & Expense System**.

The first step is to create your expense report by completing the Report Header. Refer to the Step-by-Step Guide [Step 1 – Creating the Expense Report](#) for details. If you have an outstanding cash advance, you will be prompted to assign a cash advance to your expense report: check the box next to the appropriate advance and click **Assign Cash Advance to Report**.



Next, enter each trip expense into the expense report.

- For Travel Card expenses, import them into the expense report and add/edit information as appropriate. Refer to the Step-by-Step Guide [Step 2b – Adding Travel Card Expenses](#) for details.
- For expenses paid with personal funds or the cash advance, select the appropriate Expense Type from the list on the right and enter the required information. Refer to the Step-by-Step Guide [Step 2c – Adding Out-of-Pocket Expenses](#) for details.
- For lodging expenses, refer to the Step-by-Step Guide [Step 2d – Adding Lodging Expenses](#) for details.
- For mileage expenses, refer to the Step-by-Step Guide [Step 2e – Adding Mileage Expenses](#) for details.
- For per diem (i.e., fixed meal or travel allowance) amounts, assign the Itinerary and exclude the appropriate meals. Refer to the Step-by-Step Guide [Step 2f – Adding Per Diem \(Fixed Meal\) Expenses](#) for details.

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A running total of the amount remaining on the assigned cash advance appears along the bottom of your expense report.

Date	Expense	Amount	Requested
08/09/2013	Room Rate Marriott Hotels, Seattle, Washington	\$1,432.98	\$1,432.98
08/08/2013	Entertainment-Other Seattle, Washington	\$500.00	\$500.00
OUTSTANDING ADVANCE		\$500.00	
TOTAL AMOUNT		\$1,932.98	\$1,932.98

The entire advance amount must be reconciled on this expense report (i.e., the Outstanding Advance balance must equal \$0). If there is a remaining advance amount, enter a Return of Cash Advance expense. To do this:

1. Select the *Return of Cash Advance* Expense Type.
2. Enter the date you are processing this expense report – or, if you have already returned the advance to the University, the date of return – as the Expense Date.
3. Enter the Outstanding Advance balance as the amount.
4. The Outstanding Advance balance should now be \$0.

Next, review the Report Totals summary to determine the amount of money you owe to the University. To access the Report Totals summary, use the **Details** menu to select **Totals**.

The Amount Due Employee is the amount that will be reimbursed to you for this expense report.

The Total Owed by Employee is the amount that you owe the University.

Expense Report	
Report Total :	\$500.00
Less Personal Amount :	\$0.00
Less Cash Advance Returns :	\$46.75
Amount Claimed :	\$453.25
Amount Rejected :	\$0.00
Company Disbursements	
Amount Due Employee :	\$0.00
Total Paid By Company :	\$453.25
Employee Disbursements	
Amount Owed Company :	\$46.75
Total Owed By Employee :	\$46.75

If you owe money to the University: Write a check payable to the University of Colorado and deposit it into the appropriate SpeedType using the [Cash Receipt form](#). (The Account ChartField to use is 013109.) **Note: The validated Cash Receipt form must be attached to your expense report before submission. Refer to the Step-by-Step Guide [Attaching Documents](#) for details.**

Now that you have added all of your expenses to your Travel Reconciliation expense report, you are ready to go on to [Step 3 – Allocating Expenses](#).