

Step-by-Step Guide

Travel Reconciliation Expense Report: Step 5a – Determining Reimbursement Amounts

Your Travel Reconciliation expense report may contain both Travel Card expenses (which are paid directly with University funds) and out-of-pocket expenses (which you paid for with personal funds and now need reimbursed). The amounts displayed at the bottom of your expense report reflect totals for *all* of the expenses added to your expense report – both Travel Card and out-of-pocket.

To determine how much your reimbursement will be for this expense report, refer to the Report Totals summary.

If you must reimburse the University, you can use the Report Totals summary to determine this reimbursement amount, as well. (An exception will appear at the top of your expense report.)

To access the Report Totals summary, use the **Details** menu to select **Totals**.

The screenshot shows a window titled "Report Totals - Hoyer Training Conf 2012" with the following data:

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

Callout 1 (left): "If there is an **Amount Due Employee** listed, this amount will be reimbursed to you by the University." (Points to the \$0.00 value in the Company Disbursements table.)

Callout 2 (right): "If there is a **Total Owed By Employee** listed, this amount is owed to the University by you. You should 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.) A validated Cash Receipt form must be attached to the expense report before submission." (Points to the \$46.75 value in the Employee Disbursements table.)

Now that you have determined your reimbursement amount – or, if necessary, you have reimbursed the University and attached a validated Cash Receipt form – you are ready to go on to [Step 6 – Submitting Expense Reports](#).