



# e-Reimbursement Cash Advance Procedures

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## Traveler

### e-Reimbursement Cash Advance Action Request

1. To request the ability to have cash advances while in travel status, this action must be set-up in your travel profile. To process your request, complete the [Cash Advance Action Request](#). The request will include the following information:
  - a. First/Last Name
  - b. Employee ID
  - c. Employee e-mail
  - d. Department ID
  - e. Request to activate the e-Reimbursement Cash Advance feature for one-time/on-going use (select one) **OR** request to deactivate the e-Reimbursement Cash Advance feature (effective date: xx/xx/xx)

Please note that as a representative of your department/division, you acknowledge that by being granted access to e-Reimbursement Cash Advances, your department/division assumes full responsibility for the payment and reconciliation of any advanced funds provided. Cash advances must be claimed and/or repaid in e-Reimbursement within thirty (30) days of the end of the trip. If necessary, you agree to collaborate with Financial Operations staff and/or the Payroll office to recover advanced funds.

### Requesting a Cash Advance – minimum 2 weeks lead time

2. To request a Cash Advance, the traveler must complete a Cash Advance with e-Reimbursement. Cash Advance requests may include estimated expenses such as airfare, lodging, meals, etc. which can be pulled into an expense report after the trip has completed. The key to the cash advance feature is the 'Payment Type.' Any Payment Type completed as Personal Funds will be included in the Cash Advance once submitted.
3. When the Cash Advance is complete, attachments to support the business purpose, etc. have been attached, click the Submit button. If a Cash Advance is Accepted, a Cash Advance number, will be assigned to the report. *Please make note of this number, as it will be important to retain if any part of the advance needs to be returned to the University.* (Cash Advance requests will not be approved prior to 7-10 business days before departure unless a justification is provided that supports the need to pay the advance earlier.) The Cash Advance will be automatically deposited via ACH into the Traveler's bank account within 3-5 business days of approval.

### Complete Expense Report – must be completed within 30 days of return

4. Upon return, the trip expenses and cash advance must be accounted for and reconciled. Go through the normal steps to create an expense report. After you choose Review and Submit, you will be able to pull in the Cash Advance. Once the report is completed and all expenses are accounted for, the report will indicate whether money is ‘Due Employee’ or ‘Due University.’
  - a. If money is ‘Due Employee,’ the expense report will be processed per audit standards and funds will be reimbursed via ACH into the Traveler’s bank account within 3-5 business days of approval.
  - b. If money is ‘Due University,’ review procedures below.

### Cash Advances – ‘Due University’

5. If the traveler owes money back to the University because the cash advance was more than what was needed to pay for business travel expenses, the traveler will need to either write a check back to the University or deposit the cash due.
6. The check or cash must be deposited at the Student Financial Services office using a [Deposit Slip](#). (*Marshfield/Wausau-Refer to Branch Campus banking procedures.*) A Deposit Slip is a fillable form, available to be printed from the Financial Operations webpage (found under [Policies, Procedures, and Forms](#)). Complete the bottom section title ‘Expenditure Reimbursements.’ Complete the following information:

- **Amount:** dollar amount of the cash advance returned – must equal the amount on your expense report submitted in e-Reimbursement
- **Descr column:** include report name on your Cash Advance/Expense Report; short description of trip
- **Jrnl Line Ref column:** include the Cash Advance ID number

*Note: the account information (Fund – Dept ID – Program – Acct #) will be completed by the Student Financial Services office*

## Student Financial Services Office

### Processing Cash Advance deposit

7. When a cash advance is returned for deposit, complete the funding account information according to the weekly report provided by UWSA Problemsolvers. Match up the Cash Advance ID number to the information provided on the Deposit Slip; process deposit to the Dept ID identified and the receivable account code 6241. Provide a receipt to the traveler/depositor, if requested. A copy of the receipt must be provided to Payment Services for reconciliation purposes.

## Payment Services Office

### Reconciling Cash Advances

8. It is the Auditor’s responsibility to reconcile a cash advance when the Traveler’s expenses are less than the amount received as a cash advance. If the expenses are greater than or equal to

the cash advance amount, the Auditor is not required to perform the reconciliation process because it will automatically occur when the Traveler's expense report is fully approved. Here are the steps for the Auditor to perform to do a reconciliation of a cash advances.

- a. Verify receipt of a personal check (or cash) from the Traveler. A receipt will be sent from the Student Financial Services office to Payment Services to confirm this step.
  - b. Sign into e-Reimbursement to review/approve the expense report.
  - c. From the Expense WorkCenter, click Cash Advances (Approval Required)> Reconcile Cash Advances. Click the Search button and locate the desired Cash Advance. Click on the Advance ID.
  - d. The Reconcile Cash Advance Report page opens. In the Payments section, enter the check number (or indicate 'Cash') in the Number field and the amount of the payment in the Amount field. Click the Save for Later button. The cash advance is now reconciled.
9. An automated process now runs nightly to complete the Advance Reconciliation process, posting the payments that have been entered.

### Monitoring – Reports and Queries

10. There are queries in SFS to run allowing outstanding Cash Advances pending reconciliation to be monitored, ensuring compliance with the 30-day reconciliation standard.
  - a. Expense WorkCenter > Under Information – Central > Group 27: Travel Authorization/Cash Advance related > Item 25: CAs to reconcile