PROCEDURE

Effective Date: July 1, 2014
Approved By: Director, Procurement/Business Services
Authority: POL-U5348.10

See Also: PRO-U5348.10D Collecting Past Due Travel Advances
Website Travel Services

PRO-U5348.10C RECONCILING TRAVEL EXPENSES AND ADVANCES

Action by: Traveler or TEM Data Entry Delegate
Action:

1. If a reimbursement is due to Traveler and/or an the Traveler was provided a travel advance, accesses the Travel & Expense Management (TEM) system.

2. Follows TEM Guide for Creating a Reimbursement.
   a. If submitting reimbursement request after 60 days from date of expense receipts, marks expenses as “taxable” under Expense Type in TEM.

3. If a travel advance was provided, reconciles and pays back any balance due to the University by the 10th day of the month following the return of travel.
   a. If unable to meet deadline in Step 3, follows the procedures for Collecting Past Due Travel Advances (PRO-U5348.10D)

4. Attaches receipts via Nolij (see Attaching Documentation guide).

5. Submits reimbursement (TR) and or travel advance reconciliation (TV) via TEM to:
   a. If Data Entry Delegate initiates TR/TV, selects “Traveler Review” to forward TR/TV to the Traveler.
   b. Travel Services (if Traveler).

Travel Services
6. Receives electronic notice to review a TR/TV request.

Travel Services (cont.)
7. Takes one of the following actions:
   a. Approves TR/TV if it meets requirements and goes to
**PROCEDURE**

**Action by:** Action:

Step 8,

b. **Returns** TR/TV to Traveler for correction and **repeats** Steps 1 - 7,

c. **Denies** TR to permanently terminate request and **returns** to Step 1 if a new request is to be initiated.

**Budget Authority**

8. **Receives** electronic notice to review a TR request.

9. **Takes** one of the following actions (using TEM guides if needed):

   a. **Approves** TR if it meets requirements and **goes to** Step 10,

   b. **Returns** TR to Traveler/Lead Traveler for correction and **repeats** Steps 1 - 9, or

   c. **Denies** TR to permanently terminate request and **returns** to Step 1 if a new request is to be initiated.

10. In accordance with section 5 of the travel policy, **ensures** department procedures are in place for reviewing TR’s approved by an assigned proxy.

**Proxy**

11. **Follows** department procedures for reviewing TR’s approved on behalf of a supervisor and/or budget authority.

**Traveler/Lead Traveler**

12. **Receives** electronic notice the TR/TV has been approved.

**Accounts Payable**

13. **Processes** any reimbursements due to Traveler.