

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

Travel Services

Travel Services (cont.)

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).
6. **Receives** electronic notice to review a TR/TV request.
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.