

PROCEDURE

Effective: January 21, 2014
Revised: September 28, 2023
Approved by: Director of Business Services
Authority: [POL-U5348.10](#) Traveling for Official University Business

See Also:

Document #	Document Title
STN-U5348.10D	Standards for Providing and Reconciling Travel Advances

PRO-U5348.10B **REPORTING AND RECONCILING TRAVEL EXPENSES AND ADVANCES**

Action by: Traveler or Data Entry Delegate

1. **Accesses** travel system to report expenses after returning from trip.
2. **Completes** Expense Report following directions on [Travel Services website](#).

Action by: Traveler

3. **Reconciles** and **pays back** any travel advance balance due to the University by the 10th day of the month following the return of travel.
 - a) **Notifies** Travel Services if unable to meet deadline.
 - b) If need assistance with reconciling an advance, **contacts** Travel Services.
4. **Ensures** Expense Report is completed accurately and within required time frame.
5. **Submits** Expense Report to Travel Services for approval.

Action by: Travel Services

6. **Receives** notice to audit Expense Report including timeliness of submission.
7. **Takes** one of the following actions:
 - a) **Approves** Expense Report if it meets requirements, or
 - b) **Returns** Expense Report to Traveler for correction and **repeat** Steps 1 – 5, or
 - c) **Returns** Expense Report to Traveler for cancellation, or
 - d) **Follows** the *Standards for Reporting and Reconciling Expenses and Advances* ([STN-U5348.10D](#)) if Traveler unable to meet requirements for reconciling advances.

Action by: Approvers

8. **Receives** notice to review an Expense Report.

Action by: Approvers (continued)

9. **Takes** one of the following actions:
 - a) **Approves** Expense Report if it meets requirements, or
 - b) **Returns** Expense Report to Traveler for correction and **repeat** Steps 1 – 5, or
 - c) **Returns** Expense Report to Traveler for cancellation.

Action by: Traveler

10. **Receives** notice that Expense Report has been approved.

Action by: Travel Services

11. **Ensures** any reimbursements due to Traveler are processed.

Action by: Traveler

12. If discovers that additional expenses need to be reported after an Expense Report has been approved, **submits** another Expense Report for additional expenses by following this procedure.
13. If discovers that an expense was reported and reimbursed in error, **reports** error to Budget Authority and **contacts** Travel Services for guidance.

Action by: Travel Services

14. **Ensures** any reimbursement owed by the Traveler is returned in a timely manner.