EX.020.107 – APPLYING A TRAVEL AUTHORIZATION AND CASH ADVANCE TO AN EXPENSE REPORT

Purpose	• To apply a Cash Advance and a Travel Authorization to an Expense Report. • To understand what is accomplished by applying a Travel Authorization and Cash Advance to an Expense Report.

Description	When Travelers Apply a Travel Authorization to an Expense Report, it accomplishes the following:
	
	• Notifies the institution that they no longer need to reserve funding for this trip.
	• Allows the Traveler and those that review the Traveler's expense report to easily compare what was authorized to spend versus what expenses were actually incurred.
	• "Closes" the travel authorization to signify the trip is complete.
	
	When Travelers Apply a Cash Advance to an Expense Report, it accomplishes the following:
	
	• Reports the portion of cash advance funds expended.
	• Reflects the difference, if any, between the approved Cash Advance and Expenses incurred.
	  ○ If the Cash Advance is less than the amount of expenses incurred, then the Traveler will be reimbursed by the institution for the difference.
	  ○ If the Cash Advance is more than the amount of expenses incurred, then the Traveler must reimburse the institution for the difference.
	• "Closes" the cash advance to signify that the trip occurred.

Security Role	**BOR PeopleSoft User**

Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to apply a travel authorization and cash advance to an expense report.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **Employee Self-Service** link.
4.	Click the **Travel & Expenses** link.
5.	Click the **Expense Reports** link.
6.	Click the **Create/Modify** link. The system navigates to the Expense Report page and defaults to the Add a New Value tab.
7.	Verify the system populates the user's **EmplID**.
8.	Click the **Add** button. The system navigates to the Create Expense Report page.
9.	Click the **Quick Start** pull-down list.
10.	Click the **A Travel Authorization** list item.
11.	Click the **GO** button. The Copy From Approved Travel Authorization window displays all approved travel authorizations associated with the User ID.
12.	Users can expand or limit the approved travel authorizations search by changing the **From** and **To Date** fields and clicking the **Search** button.
13.	If users wish to see the details of a travel authorization before applying it to an expense report, click the blue text in the **Travel Auth Description** column.
14.	When the travel authorization is identified, click the **Select** button next to that entry. ***Note:*** *It is not possible to apply a travel authorization after an expense report is created.*
15.	Verify that an **Authorization ID:** number appears in the General Information section. This indicates that a travel authorization is matched to this expense report.
16.	Also verify the travel authorization lines populated in the expense report and all fields were populated, such as the Description, Business Purpose, Dates of Travel, Expense Types, etc.

Step	Action
17.	Users can change details on the lines that came from the Travel Authorization, such as Date, Description, Amount and Reimbursable Miles. Also, users can add or delete lines, if needed. If modifications are needed to the expense lines, make those edits before moving on to Step 18.
18.	From the Actions menu, select the **Apply/View Cash Advance(s)** link.
19.	Click the **GO** button.
20.	Enter an Advance ID or click the Lookup **Advance ID** button to search for a cash advance. ***Note****: Only cash advances that were paid will be available in the search options*.
21.	Click an entry in the **Advance ID** column.
22.	Review the information on this page for accuracy before applying this cash advance to the current expense report. ***Note****: If the expenses incurred are less than the cash advance paid, then the Traveler must adjust the amount in the Total Applied field to match the expenses incurred; this is because a cash advance can be used across multiple expense reports.*
23.	Click the **OK** button.
24.	The expense report can either be saved for later or submitted for approval. • To save, proceed to Step 25. • To submit for approval, proceed to Step 26.
25.	To save, click **Save for Later**. ***Note:*** *Lines or fields with errors are flagged or highlighted and these errors must be addressed before submitting the expense report.*
26.	To submit, click **Summary and Submit**.
27.	The Expense Summary page displays. Verify the amount populated correctly next to **Cash Advances Applied** in the Totals section.
28.	The Submit Expense Report button is grayed out. Users must click the checkbox to acknowledge the submission statement. Once the box is checked, the Submit Expense Report button becomes available.

Step	Action
29.	Click the **Submit Expense Report** button. ***Note:*** *Lines or fields with errors are flagged or highlighted and these errors must be addressed before submitting the expense report.*
30.	The Expense Report Submit Confirm window displays. Click the **OK** button.
31.	The expense report is submitted. Note the red text below the Traveler's name confirming that "Your Expense Report has been submitted for approval."
32.	Click the **Refresh Approval Status** button.
33.	The page refreshes and the status updates to Submitted for Approval. The Approval History also displays and show the at-a-glance approval history for the expense report.