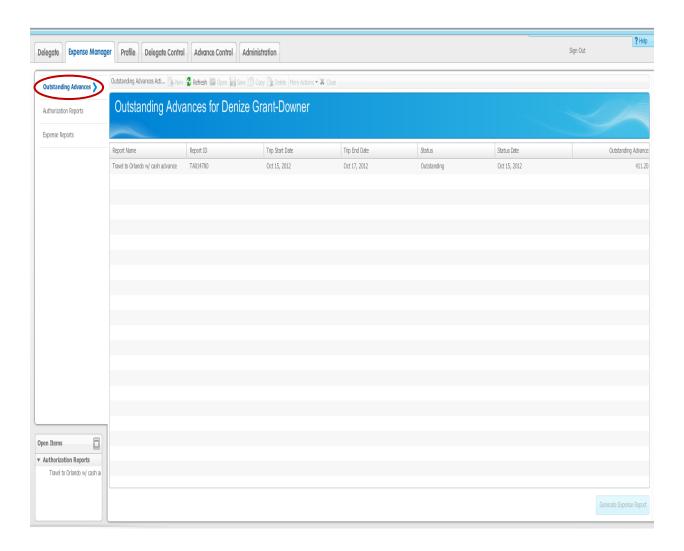
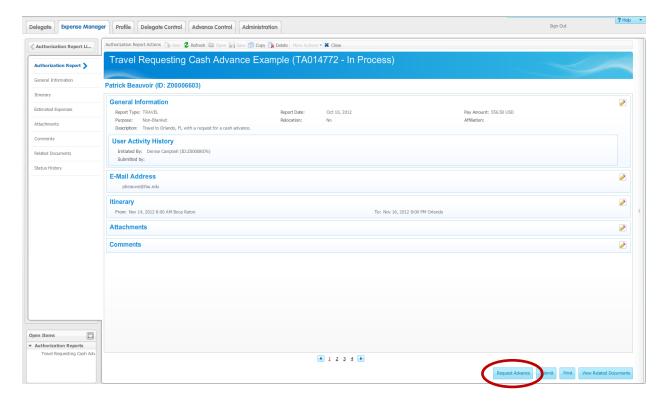
Requesting a Cash Advance in Travel & Expense System

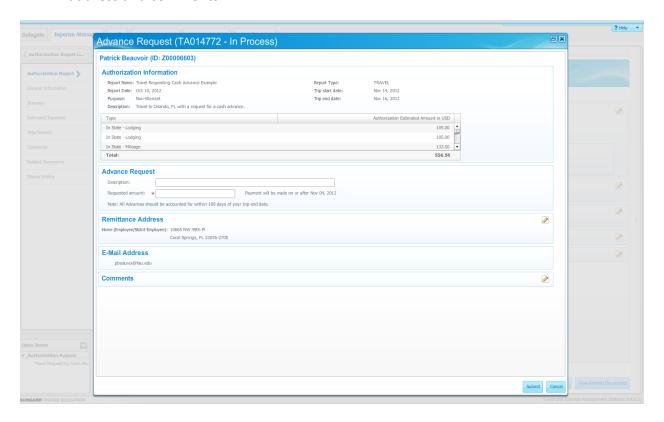
- Once you select the Expense Manager tab you will notice that there is a new link on the left hand side of the page called Outstanding Advances. This link will display if there are any current outstanding advances for the traveler. If there is something listed, the system will <u>not</u> allow for another cash advance request until that one has been cleared.
- A Travel Reimbursement (TR) must be completed to close out that travel action and therefore clear the cash advance from this list.



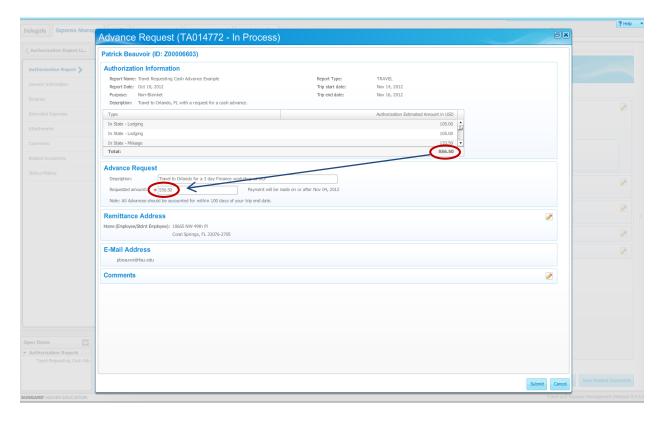
- Enter travel details General Information, Itinerary, and Estimated Expenses
- Press the "Request Advance" button located to the left of the Submit button.



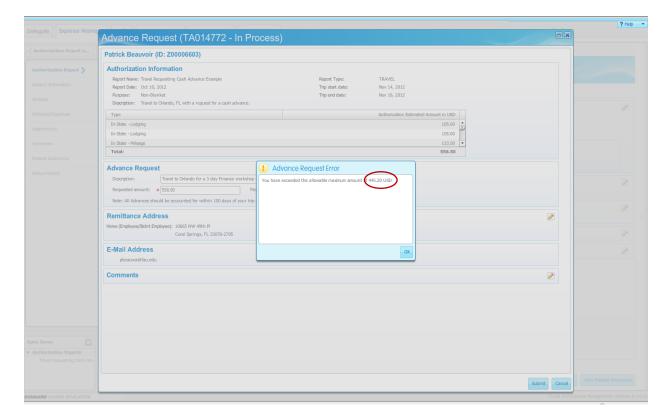
- The Advance Request box will appear. This will include all of the travel details for the authorization, the advance request section, remittance address information, email address and comments.



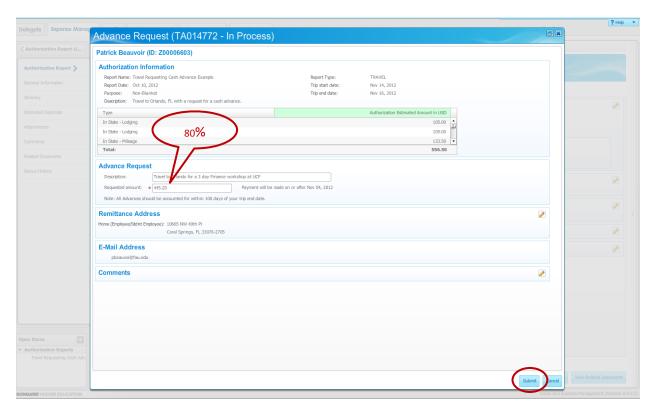
- The allowable amount for a cash advance is 80% of the estimated expenses.
- HINT: A quick way to calculate the 80% is to enter the full amount of the estimated expenses in the requested amount field located under the Advance Request section.



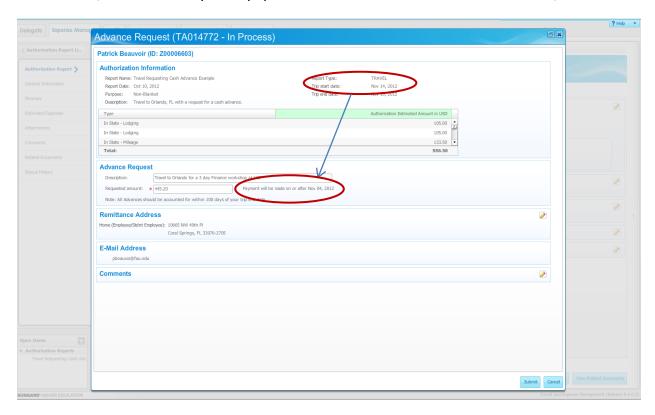
- An error box will appear that will state: "You have exceeded the allowable maximum amount of....." The dollar amount that appears in this box will be your 80% that is allowable.
- Press "Ok"



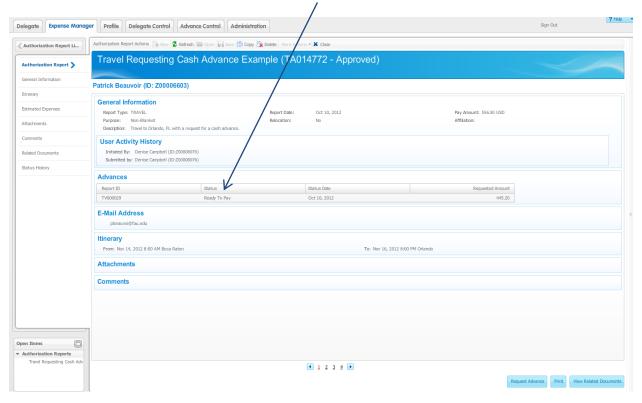
- Enter this 80% amount in the requested amount field under the Advance Request section.
- Press Submit
- You will receive a message stating that the TAxxxxxx (travel authorization) and TVxxxxxx (cash advance) have been submitted for approvals.



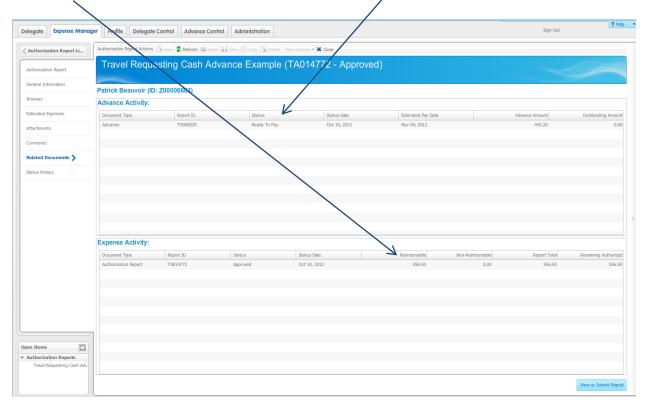
- Note that the cash advance may be requested for approval at any time, but it <u>will never</u> pay out prior to 10 days before the actual travel dates.
- So looking at the example below, the Report Date of the TA and TV is dated October 10, 2012. However the cash advance will be processed to pay out on or after November 4, 2012, which is exactly 10 days prior to the travel start date of November 14, 2012.



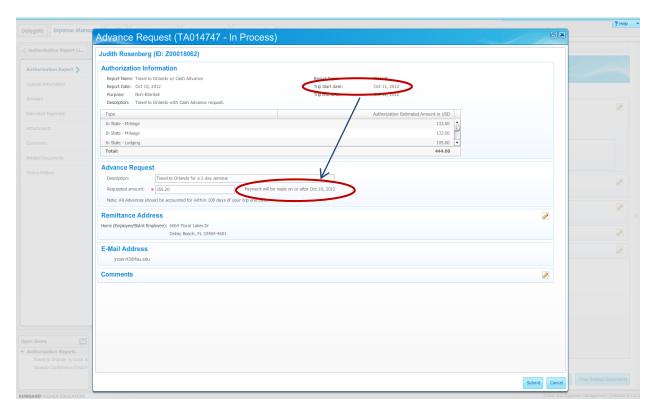
- Once the travel authorization and cash advance have been fully approved, the status for the cash advance will change to "Ready to Pay".



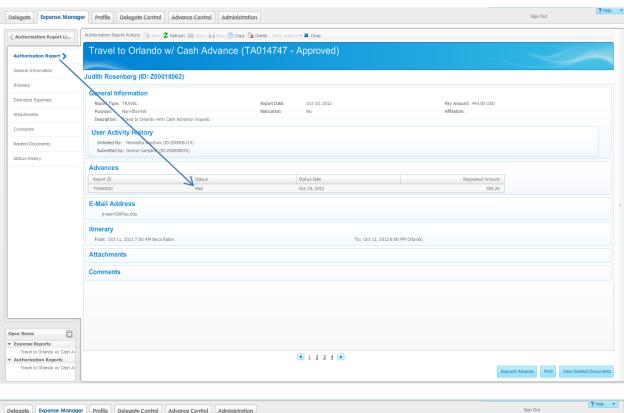
- Under Related Documents, you'll be able to see the full picture as it moves through the process.
- The Advance Activity section will keep track of the status of the advance as it moves through the process.
- The Expense Activity section will show you the status of the travel authorization encumbrance within Banner Finance.

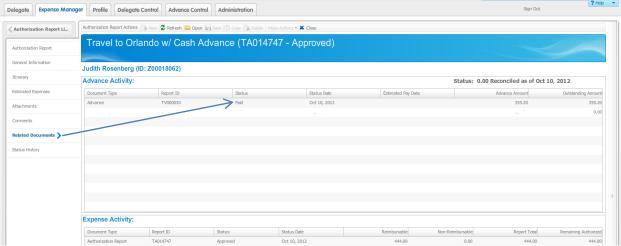


- Let's look at a different example below.
- Notice that the Report Date of the TA and TV is dated October 10, 2012 and the begin date for the travel is October 11, 2012. Since the request is within the 10 days of the actual travel, the cash advance will be scheduled to process immediately once the TA/TV has been fully approved.

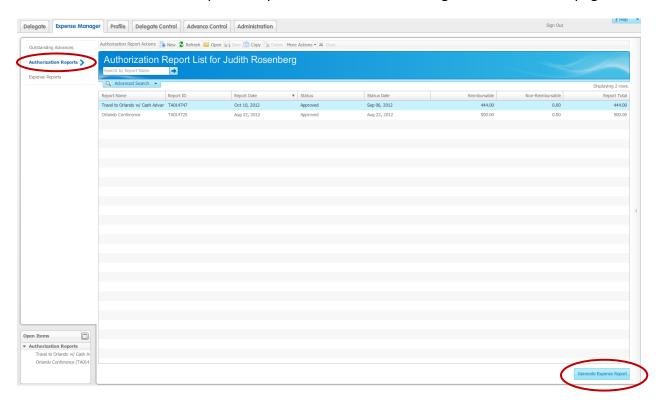


- Once the cash advance has been processed in Banner, the travel system will show a status of "Paid" both under the Authorization Report and the Related Documents sections.

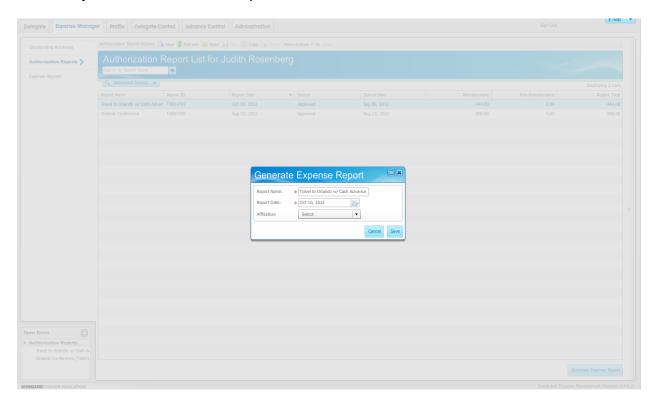




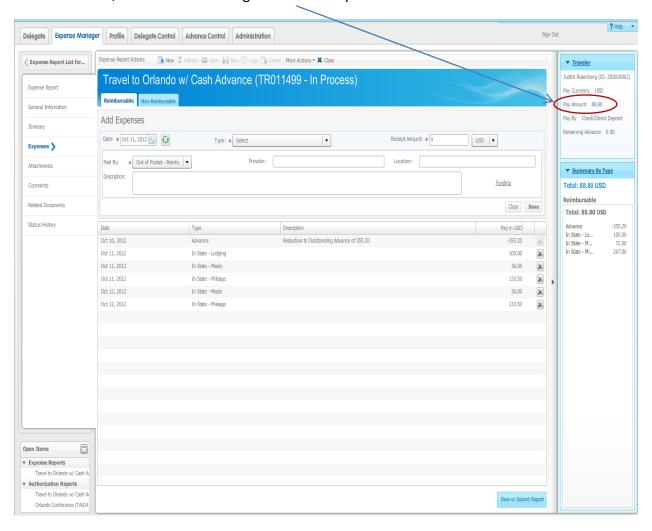
- Once the traveler has returned with all of the receipts, the Travel Reimbursement (TR) must be generated for processing.
- Go to Authorization Reports and highlight the appropriate Travel Authorization (TA) for the returning traveler.
- Press the Generate Expense Report located in the lower right hand side of the page.



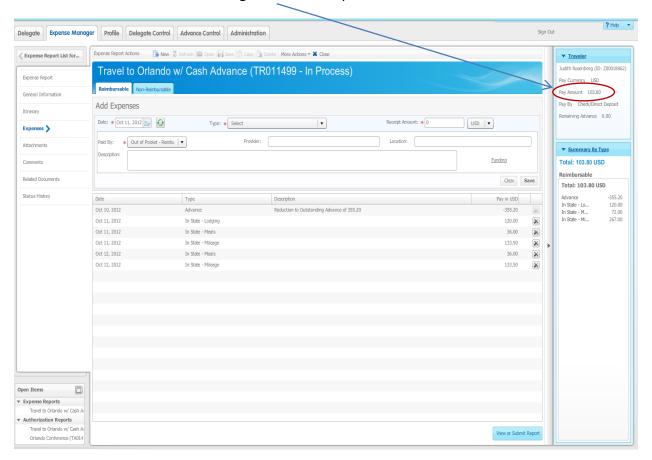
- Adjust the fields as necessary and click Save.



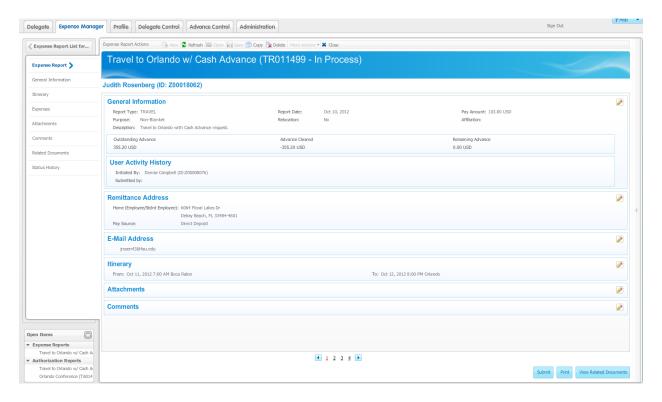
- The Expense Reports List will open with your new Expense Report displayed.
- Double click on the new Expense Report (TR)
- Go to the Expenses and edit the report as needed.
- Notice that a new line labeled "Advance" has been added to the expenses. This line is keeping track of the cash advance that was paid out to the traveler for the trip.
- In the example below, no changes were made from the original TA, so the traveler should be reimbursed for the remaining balance.
- So the calculations would look like this:
 - \$444.00 Original TA estimated encumbrance
 - -355.20 Cash Advance paid out prior to travels
 - \$ 88.80 Remaining balance to be paid to traveler on the TR



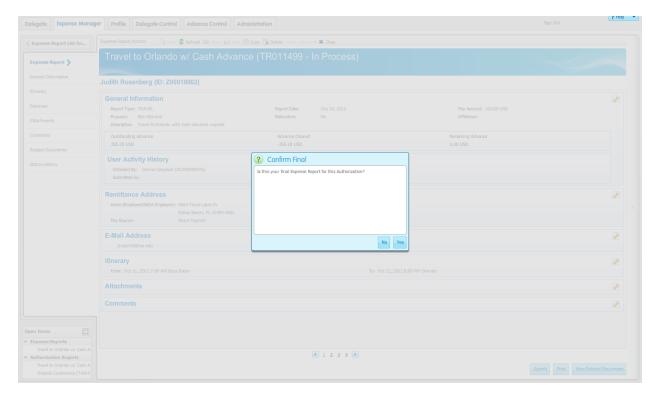
- However, in this example, changes were made from the original TA, so the reimbursed amount will be higher than originally encumbered.
- So the calculations would look like this:
 - \$444.00 Original TA estimated encumbrance
 - -355.20 Cash Advance paid out prior to travels
 - \$ 88.80 Remaining 20% based on TA estimate
 - + 15.00 Added adjustments to the TR expenses
 - \$103.80 Remaining balance to be paid to traveler on the TR



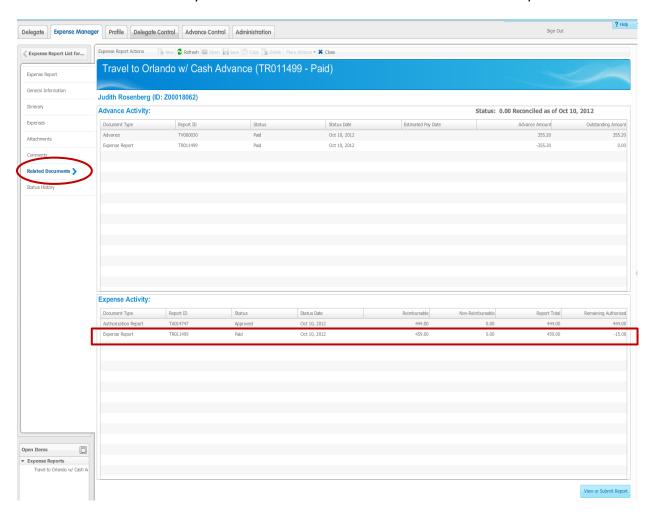
- Once you have pressed the View or Submit Report button, you'll be able to print or save a detailed .pdf report for your records.
- Press Submit



- Is this your final Expense Report for this Authorization? Press Yes.

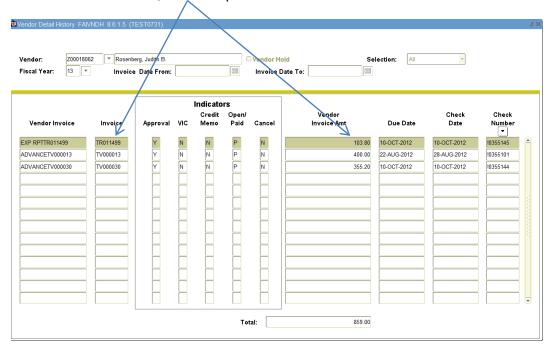


- Once the Travel Reimbursement (TR) has been fully approved and processed, the Related Documents section will display the total picture.
- The additional \$15.00 adjustments between the TA and TR will be recorded.
- The Advance Activity status will show a 0.00 reconciled balance after liquidation.

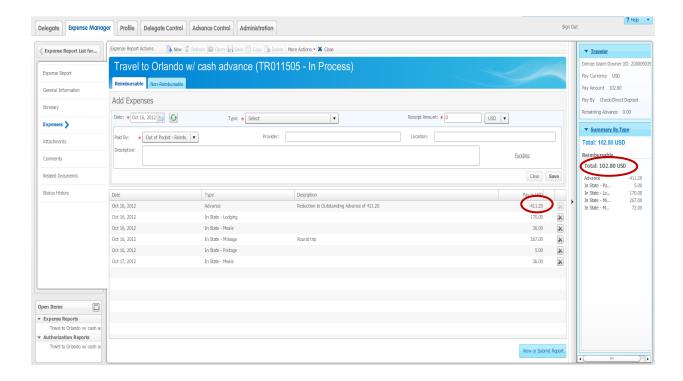


- The encumbrance will be liquidated in Banner Finance.

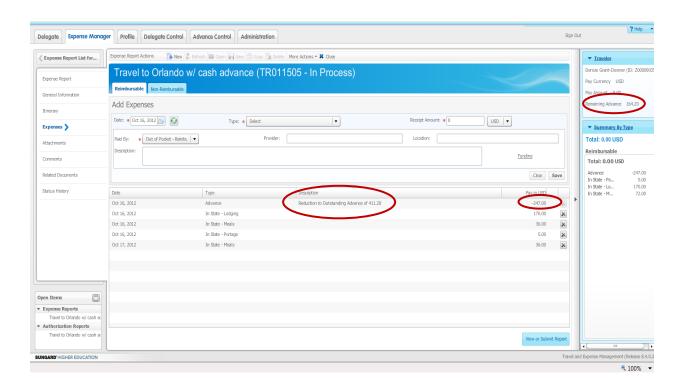
- The additional \$103.80 is paid from the TR to the traveler.



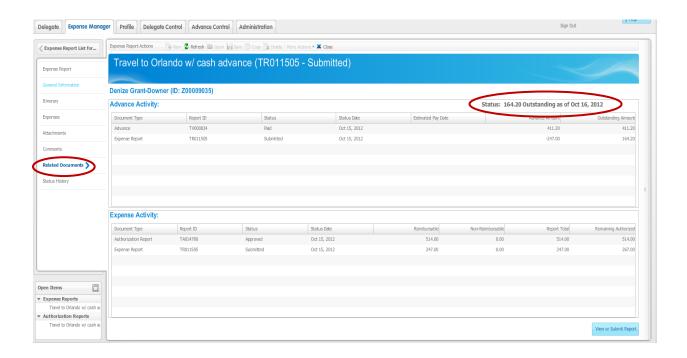
- When a Travel Authorization (TA) was overestimated, the traveler would have to pay back the university if the actual expenses were less than the estimated expenses.
- Here are the calculations based on <u>no</u> changes to the expenses:
 - \$514.00 Original TA estimated encumbrance
 - 411.20 Cash Advance paid out prior to travels
 - \$102.80 Remaining 20% based on TA estimate



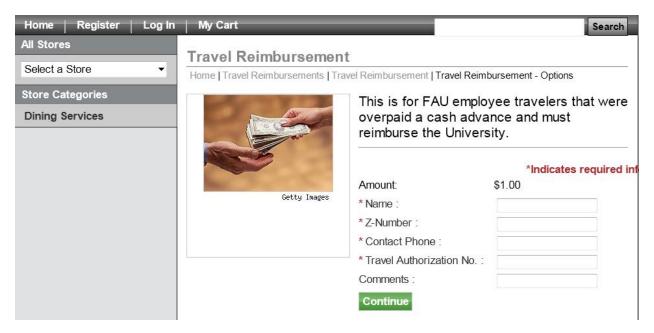
- However, in this example changes were made where the Travel Reimbursed (TR) amount <u>is less than</u> the originally estimated encumbered amount on the Travel Authorization (TA).
- So, let's say that the traveler decided to ride with another coworker and therefore did
 not need to be reimbursed for mileage. On the Travel Reimbursement (TR), the
 Delegate would remove the mileage line.
- Notice what happened. The Pay Amount went to 0.00 and the Remaining Advance went up to \$164.20.
- Here are the calculations based on removing the mileage expense:
 - o \$411.20 Cash Advance paid to traveler prior to trip
 - 247.00 TR actual expenses
 - \$ 164.20 Outstanding balance owed back from traveler



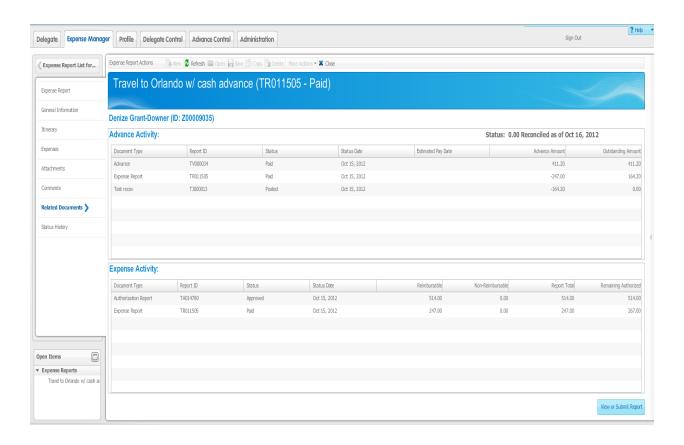
- The Related Documents link will show the current outstanding balance of \$164.20 along with the difference between the Travel Authorization and the Travel Reimbursement.



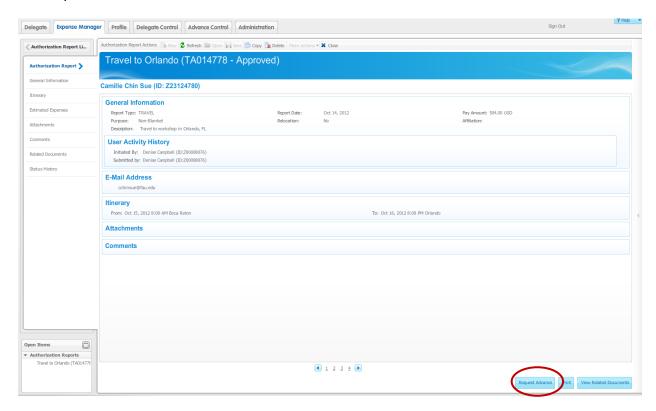
- The Delegate/department will inform the traveler to visit the FAU Marketplace website in order to reimburse the cash to the university. They will need the following information in order to complete the repayment.
 - Amount of repayment
 - Name
 - o **Z-number**
 - Contact Phone
 - o Travel Authorization (TA) Number
 - o Email
 - o Credit card or checking information



- Once repayment is made, the Travel Desk will receive a notice from Marketplace that payment has been made by the traveler. Travel Desk will process the transaction within Marketplace and a confirmation email will be sent to the traveler.
- Travel Desk will then process the outstanding cash advance balance within the Travel & Expense system. This process will also liquidate the department account.



- It is possible to request a Cash Advance <u>after</u> a Travel Authorization (TA) has been fully approved.
- Locate and open the approved TA
- You will not be able to make any adjustments to the TA but you will notice that the Request Advance button is still available for use.



- Go through the same steps in requesting the cash advance
- Press Submit
- The cash advance (TV) will go through approvals and will get picked up for processing once it has been fully approved.

