

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 not 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.

The screenshot displays the 'Expense Manager' tab in the Travel & Expense System. The 'Outstanding Advances' link is highlighted in the left sidebar. The main content area shows a table of outstanding advances for 'Denize Grant-Downer'. The table has columns for Report Name, Report ID, Trip Start Date, Trip End Date, Status, Status Date, and Outstanding Advance. One entry is visible: 'Travel to Orlando w/ cash advance' with Report ID TA014780, Trip Start Date Oct 15, 2012, Trip End Date Oct 17, 2012, Status Outstanding, Status Date Oct 15, 2012, and Outstanding Advance 411.20. A 'Generate Expense Report' button is located at the bottom right.

| Report Name | Report ID | Trip Start Date | Trip End Date | Status | Status Date | Outstanding Advance |
|-----------------------------------|-----------|-----------------|---------------|-------------|--------------|---------------------|
| Travel to Orlando w/ cash advance | TA014780 | Oct 15, 2012 | Oct 17, 2012 | Outstanding | Oct 15, 2012 | 411.20 |

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

Delegator Expense Manager Profile Delegate Control Advance Control Administration Sign Out ? Help

Authorization Report Actions Refresh Open Save Copy Delete More Actions X Close

Authorization Report >

General Information

Itinerary

Estimated Expenses

Attachments

Comments

Related Documents

Status History

Open Items

Authorization Reports

Travel Requesting Cash Adv

Travel Requesting Cash Advance Example (TA014772 - In Process)

Patrick Beauvoir (ID: Z00006603)

General Information

Report Type: TRAVEL
Purpose: Non-Blanket
Description: Travel to Orlando, FL with a request for a cash advance.
Report Date: Oct 10, 2012
Relocation: No
Pay Amount: 556.50 USD
Affiliation:

User Activity History

Initiated By: Denise Campbell (ID:Z00008076)
Submitted by:

E-Mail Address

pbeauvoir@fau.edu

Itinerary

From: Nov 14, 2012 8:00 AM Boca Raton
To: Nov 15, 2012 8:00 PM Orlando

Attachments

Comments

1 2 3 4

Request Advance Submit Print View Related Documents

- 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.

Advance Request (TA014772 - In Process)

Patrick Beauvoir (ID: Z00006603)

Authorization Information

| | | | |
|--------------|--|------------------|--------------|
| Report Name: | Travel Requesting Cash Advance Example | Report Type: | TRAVEL |
| Report Date: | Oct 10, 2012 | Trip start date: | Nov 14, 2012 |
| Purpose: | Non-Blanket | Trip end date: | Nov 16, 2012 |
| Description: | Travel to Orlando, FL with a request for a cash advance. | | |

| Type | Authorization Estimated Amount in USD |
|--------------------|---------------------------------------|
| In State - Lodging | 105.00 |
| In State - Lodging | 105.00 |
| In State - Mileage | 133.50 |
| Total: | 556.50 |

Advance Request

Description:

Requested amount: Payment will be made on or after Nov 04, 2012

Note: All Advances should be accounted for within 100 days of your trip end date.

Remittance Address

Home (Employee/Student Employee): 10665 NW 49th Pl
Coral Springs, FL 33076-2705

E-Mail Address

pbeauvo@fau.edu

Comments

SUNGARD HIGHER EDUCATION Travel and Expense Management (Release 8.4.0.2)

- 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.

Advance Request (TA014772 - In Process)

Patrick Beauvoir (ID: Z00006603)

Authorization Information

Report Name: Travel Requesting Cash Advance Example
Report Date: Oct 10, 2012
Purpose: Non-Blanket
Description: Travel to Orlando, FL with a request for a cash advance.

Report Type: TRAVEL
Trip start date: Nov 14, 2012
Trip end date: Nov 16, 2012

| Type | Authorization Estimated Amount in USD |
|--------------------|---------------------------------------|
| In State - Lodging | 105.00 |
| In State - Lodging | 105.00 |
| In State - Mileage | 133.50 |
| Total: | 556.50 |

Advance Request

Description: Travel to Orlando for a 3 day Finance workshop at OCI

Requested amount: 556.50 Payment will be made on or after Nov 04, 2012

Note: All Advances should be accounted for within 100 days of your trip end date.

Remittance Address

Home (Employee/Student Employee): 10665 NW 49th Pl
Coral Springs, FL 33076-2705

E-Mail Address

pbeauvoi@fau.edu

Comments

Submit Cancel View Related Documents

SUNGARD[®]HIGHER EDUCATION Travel and Expense Management (Release 6.4.0.2)

- 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”

Advance Request (TA014772 - In Process)

Patrick Beauvoir (ID: Z00006603)

Authorization Information

Report Name: Travel Requesting Cash Advance Example
 Report Date: Oct 10, 2012
 Purpose: Non-Blanket
 Description: Travel to Orlando, FL with a request for a cash advance.

Report Type: TRAVEL
 Trip start date: Nov 14, 2012
 Trip end date: Nov 16, 2012

| Type | Authorization Estimated Amount in USD |
|--------------------|---------------------------------------|
| In State - Lodging | 105.00 |
| In State - Lodging | 105.00 |
| In State - Mileage | 133.50 |
| Total: | 556.50 |

Advance Request

Description: Travel to Orlando for a 3 day Finance workshop
 Requested amount: 556.50
 Note: All Advances should be accounted for within 100 days of your trip

Remittance Address

Home (Employee/Student Employee): 10665 NW 49th Pl
 Coral Springs, FL 33076-2705

E-Mail Address

pbeauvoi@fau.edu

Comments

Advance Request Error

You have exceeded the allowable maximum amount of 445.20 USD

Submit Cancel

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Travel and Expense Management (Release 9-4-0-2)

- 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.

Delegator Expense Manager

Advance Request (TA014772 - In Process)

Patrick Beauvoir (ID: Z00006603)

Authorization Information

| | | | |
|--------------|--|------------------|--------------|
| Report Name: | Travel Requesting Cash Advance Example | Report Type: | TRAVEL |
| Report Date: | Oct 10, 2012 | Trip start date: | Nov 14, 2012 |
| Purpose: | Non-Blanket | Trip end date: | Nov 16, 2012 |
| Description: | Travel to Orlando, FL with a request for a cash advance. | | |

| Type | Authorization Estimated Amount in USD |
|--------------------|---------------------------------------|
| In State - Lodging | 105.00 |
| In State - Lodging | 105.00 |
| In State - Mileage | 133.50 |
| Total: | 556.50 |

Advance Request

Description:

Requested amount: Payment will be made on or after Nov 04, 2012

Note: All Advances should be accounted for within 100 days of your trip end date.

Remittance Address

Home (Employee/Student Employee): 10665 NW 49th Pl
Coral Springs, FL 33076-2705

E-Mail Address

pbeauvoi@fau.edu

Comments

SUNGARD HIGHER EDUCATION

- Note that the cash advance may be requested for approval at any time, but it will never 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.

Advance Request (TA014772 - In Process)

Patrick Beauvoir (ID: Z00006603)

Authorization Information

Report Name: Travel Requesting Cash Advance Example
 Report Date: Oct 10, 2012
 Purpose: Non-Blanket
 Description: Travel to Orlando, FL with a request for a cash advance.

Report Type: TRAVEL
 Trip start date: Nov 14, 2012
 Trip end date: Nov 16, 2012

| Type | Authorization Estimated Amount in USD |
|--------------------|---------------------------------------|
| In State - Lodging | 105.00 |
| In State - Lodging | 105.00 |
| In State - Mileage | 133.50 |
| Total: | 556.50 |

Advance Request

Description: Travel to Orlando for a 3 day Finance workshop at 1000
 Requested amount: +445.20
 Payment will be made on or after Nov 04, 2012

Note: All Advances should be accounted for within 100 days of your trip end date.

Remittance Address

Home (Employee/Stdnt Employee): 10665 NW 49th Pl
 Coral Springs, FL 33076-2705

E-Mail Address

pbeauvoi@fau.edu

Comments

Submit Cancel View Related Documents

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

The screenshot displays a web application interface for managing travel authorizations. The top navigation bar includes tabs for Delegate, Expense Manager, Profile, Delegate Control, Advance Control, and Administration. The main content area is titled "Travel Requesting Cash Advance Example (TA014772 - Approved)" and shows details for Patrick Beauvoir (ID: Z00006603). The "General Information" section includes Report Type (TRAVEL), Purpose (Non-Blanket), Description (Travel to Orlando, FL with a request for a cash advance), Report Date (Oct 10, 2012), Relocation (No), Pay Amount (556.50 USD), and Affiliation. The "User Activity History" section shows the report was initiated and submitted by Denise Campbell (ID: Z00006076). The "Advances" section contains a table with the following data:

| Report ID | Status | Status Date | Requested Amount |
|-----------|--------------|--------------|------------------|
| TV000029 | Ready To Pay | Oct 10, 2012 | 445.20 |

The "E-Mail Address" section shows pbeauvoi@fau.edu. The "Itinerary" section shows travel from Nov 14, 2012 8:00 AM Boca Raton to Nov 16, 2012 8:00 PM Orlando. The "Attachments" and "Comments" sections are empty. The "Open Items" sidebar on the left shows "Authorization Reports" with "Travel Requesting Cash Adv". At the bottom right, there are buttons for "Request Advance", "Print", and "View Related Documents". A blue arrow points from the text above to the "Ready To Pay" status in the table.

- 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.

Authorization Report Actions: New Refresh Open Save Copy Delete More Actions Close

Travel Requesting Cash Advance Example (TA014772 - Approved)

Patrick Beauvoir (ID: Z00006609)

Advance Activity:

| Document Type | Report ID | Status | Status Date | Estimated Pay Date | Advance Amount | Outstanding Amount |
|---------------|-----------|--------------|--------------|--------------------|----------------|--------------------|
| Advance | TV000029 | Ready To Pay | Oct 10, 2012 | Nov 04, 2012 | 445.20 | 0.00 |

Expense Activity:

| Document Type | Report ID | Status | Status Date | Reimbursable | Non-Reimbursable | Report Total | Remaining Authorized |
|----------------------|-----------|----------|--------------|--------------|------------------|--------------|----------------------|
| Authorization Report | TA014772 | Approved | Oct 10, 2012 | 556.50 | 0.00 | 556.50 | 556.50 |

View or Submit Report

- 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.

Delegate Expense Manager

Advance Request (TA014747 - In Process)

Judith Rosenberg (ID: Z00018062)

Authorization Information

Report Name: Travel to Orlando w/ Cash Advance
 Report Date: Oct 10, 2012
 Purpose: Non-Blanket
 Description: Travel to Orlando with Cash Advance request.

Report Date: Oct 10, 2012
 Trip start date: Oct 11, 2012
 Trip end date: Oct 12, 2012

| Type | Authorization Estimated Amount in USD |
|--------------------|---------------------------------------|
| In State - Mileage | 133.50 |
| In State - Mileage | 133.50 |
| In State - Lodging | 105.00 |
| Total: | 444.00 |

Advance Request

Description: Travel to Orlando for a 2 day seminar
 Requested amount: 355.20
 Note: All Advances should be accounted for within 100 days of your trip and return.

Payment will be made on or after Oct 10, 2012

Remittance Address
 Home (Employee/Student Employee): 6064 Floral Lakes Dr
 Delray Beach, FL 33484-1601

E-Mail Address
 jrosen43@fau.edu

Comments

Submit Cancel View Related Documents

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- 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.

Delegate Expense Manager Profile Delegate Control Advance Control Administration Sign Out ? Help

Authorization Report LI... Authorization Report Actions New Refresh Open Save Copy Delete More Actions Close

Travel to Orlando w/ Cash Advance (TA014747 - Approved)

Judith Rosenberg (ID: Z00018062)

General Information

Report Type: TRAVEL Report Date: Oct 10, 2012 Pay Amount: 444.00 USD
 Purpose: Non-Blanket Relocation: No Affiliation:
 Description: Travel to Orlando with Cash Advance request.

User Activity History

Initiated By: Henrietta Richter (ID: Z00006114)
 Submitted by: Denise Campbell (ID: Z00008076)

Advances

| Report ID | Status | Status Date | Requested Amount |
|-----------|--------|--------------|------------------|
| TV000030 | Paid | Oct 10, 2012 | 355.20 |

E-Mail Address

jrosen43@fau.edu

Itinerary

From: Oct 11, 2012 7:00 AM Boca Raton To: Oct 12, 2012 8:00 PM Orlando

Attachments

Comments

Open Items

Expense Reports

Travel to Orlando w/ Cash A

Authorization Reports

Travel to Orlando w/ Cash A

Request Advance Print View Related Documents

Delegate Expense Manager Profile Delegate Control Advance Control Administration Sign Out ? Help

Authorization Report LI... Authorization Report Actions New Refresh Open Save Copy Delete More Actions Close

Travel to Orlando w/ Cash Advance (TA014747 - Approved)

Judith Rosenberg (ID: Z00018062)

Advance Activity: Status: 0.00 Reconciled as of Oct 10, 2012

| Document Type | Report ID | Status | Status Date | Estimated Pay Date | Advance Amount | Outstanding Amount |
|---------------|-----------|--------|--------------|--------------------|----------------|--------------------|
| Advance | TV000030 | Paid | Oct 10, 2012 | | 355.20 | 355.20 |
| | | | | | .. | 0.00 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
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Related Documents

Expense Activity:

| Document Type | Report ID | Status | Status Date | Reimbursable | Non-Reimbursable | Report Total | Remaining Authorized |
|----------------------|-----------|----------|--------------|--------------|------------------|--------------|----------------------|
| Authorization Report | TA014747 | Approved | Oct 10, 2012 | 444.00 | 0.00 | 444.00 | 444.00 |

- 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.

The screenshot displays the 'Expense Manager' application interface. The top navigation bar includes tabs for 'Delegate', 'Expense Manager', 'Profile', 'Delegate Control', 'Advance Control', and 'Administration'. The 'Expense Manager' tab is active. On the left sidebar, the 'Authorization Reports' link is highlighted with a red circle. The main content area shows the 'Authorization Report List for Judith Rosenberg'. Below the title bar, there is a search bar and an 'Advanced Search' dropdown. The table below lists two reports:

| Report Name | Report ID | Report Date | Status | Status Date | Reimbursable | Non-Reimbursable | Report Total |
|---------------------------------|-----------|--------------|----------|--------------|--------------|------------------|--------------|
| Travel to Orlando w/ Cash Advan | TA014747 | Oct 10, 2012 | Approved | Sep 06, 2012 | 444.00 | 0.00 | 444.00 |
| Orlando Conference | TA014725 | Aug 22, 2012 | Approved | Aug 22, 2012 | 500.00 | 0.00 | 500.00 |

The 'Generate Expense Report' button is located in the bottom right corner of the interface and is circled in red.

- Adjust the fields as necessary and click Save.

Delegate Expense Manager Profile Delegate Control Advance Control Administration Sign Out

Outstanding Advances

Authorization Reports

Expense Reports

Authorization Report List for Judith Rosenberg

Search by Report Name

Advanced Search

Displaying 2 rows.

| Report Name | Report ID | Report Date | Status | Status Date | Reimbursable | Non-Reimbursable | Report Total |
|---------------------------------|-----------|--------------|----------|--------------|--------------|------------------|--------------|
| Travel to Orlando w/ Cash Advan | TA014747 | Oct 10, 2012 | Approved | Sep 06, 2012 | 444.00 | 0.00 | 444.00 |
| Orlando Conference | TA014725 | Aug 22, 2012 | Approved | Aug 22, 2012 | 500.00 | 0.00 | 500.00 |

Generate Expense Report

Report Name: Travel to Orlando w/ Cash Advance

Report Date: Oct 10, 2012

Affiliation: Select

Cancel Save

Open Items

Authorization Reports

Travel to Orlando w/ Cash Adv

Orlando Conference (TA014

Generate Expense Report

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Travel and Expense Management (Release 8.4.0.2)

- 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:
 - o \$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

Expense Manager | Profile | Delegate Control | Advance Control | Administration | Sign Out | ? Help

Expense Report List for... | Expense Report Actions | New | Refresh | Open | Save | Copy | Delete | More Actions | Close

Travel to Orlando w/ Cash Advance (TR011499 - In Process)

Reimbursable | Non-Reimbursable

Add Expenses

Date: Oct 11, 2012 | Type: Select | Receipt Amount: 0 | USD

Paid By: Out of Pocket - Reimbu... | Provider: | Location: | Funding: | Clear | Save

| Date | Type | Description | Pay in USD |
|--------------|--------------------|--|------------|
| Oct 10, 2012 | Advance | Reduction to Outstanding Advance of 355.20 | -355.20 |
| Oct 11, 2012 | In State - Lodging | | 105.00 |
| Oct 11, 2012 | In State - Meals | | 36.00 |
| Oct 11, 2012 | In State - Mileage | | 133.50 |
| Oct 12, 2012 | In State - Meals | | 36.00 |
| Oct 12, 2012 | In State - Mileage | | 133.50 |

Traveler
 Judith Rosenberg (ID: Z00018062)
 Pay Currency: USD
 Pay Amount: 88.80
 Pay By: Check/Direct Deposit
 Remaining Advance: 0.00

Summary By Type
 Total: 88.80 USD
 Reimbursable
 Total: 88.80 USD
 Advance -355.20
 In State - Lo... 105.00
 In State - M... 72.00
 In State - MI... 267.00

Open Items
 Expense Reports
 Travel to Orlando w/ Cash A...
 Authorization Reports
 Travel to Orlando w/ Cash A...
 Orlando Conference (TA014)

View or Submit Report

- 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:
 - o \$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

Expense Report List for...

Expense Report

General Information

Itinerary

Expenses

Attachments

Comments

Related Documents

Status History

Open Items

Expense Reports

Authorization Reports

Travel to Orlando w/ Cash A

Travel to Orlando w/ Cash A

Orlando Conference (TA014

Expense Report Actions

New Refresh Open Save Copy Delete More Actions Close

Travel to Orlando w/ Cash Advance (TR011499 - In Process)

Reimbursable Non-Reimbursable

Add Expenses

Date: Oct 11, 2012 Type: Select Receipt Amount: 0 USD

Paid By: Out of Pocket - Reimb. Provider: Location: Funding

Description:

Clear Save

| Date | Type | Description | Pay in USD |
|--------------|--------------------|--|------------|
| Oct 10, 2012 | Advance | Reduction to Outstanding Advance of 355.20 | -355.20 |
| Oct 11, 2012 | In State - Lodging | | 120.00 |
| Oct 11, 2012 | In State - Meals | | 36.00 |
| Oct 11, 2012 | In State - Mileage | | 133.50 |
| Oct 12, 2012 | In State - Meals | | 36.00 |
| Oct 12, 2012 | In State - Mileage | | 133.50 |

View or Submit Report

Traveler

Judith Rosenberg (ID: 200018062)

Pay Currency: USD

Pay Amount: 103.80

Pay By: Check/Direct Deposit

Remaining Advance: 0.00

Summary By Type

Total: 103.80 USD

Reimbursable

Total: 103.80 USD

| | |
|------------------|---------|
| Advance | -355.20 |
| In State - Lo... | 120.00 |
| In State - M... | 72.00 |
| In State - M... | 267.00 |

- 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

Expense Report List for...

Expense Report

General Information

Itinerary

Expenses

Attachments

Comments

Related Documents

Status History

Open Items

Expense Reports

Travel to Orlando w/ Cash A

Authorization Reports

Travel to Orlando w/ Cash A

Orlando Conference (TA014

Expense Report Actions

New Refresh Open Save Copy Delete More Actions Close

Travel to Orlando w/ Cash Advance (TR011499 - In Process)

Judith Rosenberg (ID: Z00018062)

General Information

Report Type: TRAVEL Report Date: Oct 10, 2012 Pay Amount: 103.80 USD

Purpose: Non-Blanket Relocation: No Affiliation:

Description: Travel to Orlando with Cash Advance request.

Outstanding Advance: 355.20 USD Advance Cleared: -355.20 USD Remaining Advance: 0.00 USD

User Activity History

Initiated By: Denise Campbell (ID: Z00008076)

Submitted by:

Remittance Address

Home (Employee/Student Employee): 6064 Floral Lakes Dr

Delray Beach, FL 33484-4601

Pay Source: Direct Deposit

E-Mail Address

jrosen43@fau.edu

Itinerary

From: Oct 11, 2012 7:00 AM Boca Raton To: Oct 12, 2012 8:00 PM Orlando

Attachments

Comments

Submit Print View Related Documents

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

Expense Report List for...

Expense Report

General Information

Itinerary

Expenses

Attachments

Comments

Related Documents

Status History

Open Items

Expense Reports

Travel to Orlando w/ Cash A

Authorization Reports

Travel to Orlando w/ Cash A

Orlando Conference (TA014

Expense Report Actions

New Refresh Open Save Copy Delete More Actions Close

Travel to Orlando w/ Cash Advance (TR011499 - In Process)

Judith Rosenberg (ID: Z00018062)

General Information

Report Type: TRAVEL Report Date: Oct 10, 2012 Pay Amount: 103.80 USD

Purpose: Non-Blanket Relocation: No Affiliation:

Description: Travel to Orlando with Cash Advance request.

Outstanding Advance: 355.20 USD Advance Cleared: -355.20 USD Remaining Advance: 0.00 USD

User Activity History

Initiated By: Denise Campbell (ID: Z00008076)

Submitted by:

Remittance Address

Home (Employee/Student Employee): 6064 Floral Lakes Dr

Delray Beach, FL 33484-4601

Pay Source: Direct Deposit

E-Mail Address

jrosen43@fau.edu

Itinerary

From: Oct 11, 2012 7:00 AM Boca Raton To: Oct 12, 2012 8:00 PM Orlando

Attachments

Comments

Confirm Final

Is this your final Expense Report for this Authorization?

No Yes

Submit Print View Related Documents

- 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.

Expense Report List for...

Expense Report Actions: New Refresh Open Save Copy Delete More Actions Close

Travel to Orlando w/ Cash Advance (TR011499 - Paid)

Judith Rosenberg (ID: Z00018062)

Advance Activity: Status: 0.00 Reconciled as of Oct 10, 2012

| Document Type | Report ID | Status | Status Date | Estimated Pay Date | Advance Amount | Outstanding Amount |
|----------------|-----------|--------|--------------|--------------------|----------------|--------------------|
| Advance | TV000030 | Paid | Oct 10, 2012 | | 355.20 | 355.20 |
| Expense Report | TR011499 | Paid | Oct 10, 2012 | | -355.20 | 0.00 |

Related Documents >

Expense Activity:

| Document Type | Report ID | Status | Status Date | Reimbursable | Non-Reimbursable | Report Total | Remaining Authorized |
|----------------------|-----------|----------|--------------|--------------|------------------|--------------|----------------------|
| Authorization Report | TA014747 | Approved | Oct 10, 2012 | 444.00 | 0.00 | 444.00 | 444.00 |
| Expense Report | TR011499 | Paid | Oct 10, 2012 | 459.00 | 0.00 | 459.00 | -15.00 |

Open Items

Expense Reports

Travel to Orlando w/ Cash A

View or Submit Report

- [illegible]

- 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 no changes to the expenses:
 - o \$514.00 – Original TA estimated encumbrance
 - o - 411.20 - Cash Advance paid out prior to travels
 - o \$102.80 - Remaining 20% based on TA estimate

Expense Manager Profile Delegate Control Advance Control Administration Sign Out ? Help

Expense Report List for... Expense Report Actions New Refresh Open Save Copy Delete More Actions Close

Travel to Orlando w/ cash advance (TR011505 - In Process)

Reimbursable Non-Reimbursable

Add Expenses

Date: Oct 16, 2012 Type: Select Receipt Amount: 0 USD

Paid By: Out of Pocket - Reimb. Provider: Location: Funding

Description:

Clear Save

| Date | Type | Description | Pay in USD |
|--------------|--------------------|--|------------|
| Oct 16, 2012 | Advance | Reduction to Outstanding Advance of 411.20 | -411.20 |
| Oct 16, 2012 | In State - Lodging | | 170.00 |
| Oct 16, 2012 | In State - Meals | | 36.00 |
| Oct 16, 2012 | In State - Mileage | Round trip | 267.00 |
| Oct 16, 2012 | In State - Portage | | 5.00 |
| Oct 17, 2012 | In State - Meals | | 36.00 |

View or Submit Report

Traveler

Denize Grant-Owner (ID: 200009035)

Pay Currency: USD

Pay Amount: 102.80

Pay By: Check/Direct Deposit

Remaining Advance: 0.00

Summary By Type

Total: 102.80 USD

Reimbursable

Total: 102.80 USD

Advance -411.20

In State - Po... 5.00

In State - Lo... 170.00

In State - Mi... 267.00

In State - M... 72.00

Open Items

Expense Reports

Travel to Orlando w/ cash a

Authorization Reports

Travel to Orlando w/ cash a

- However, in this example changes were made where the Travel Reimbursed (TR) amount is less than 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
 - o - 247.00 – TR actual expenses
 - o \$ 164.20 – Outstanding balance owed back from traveler

Expense Report List for...

Expense Report Actions: New Refresh Open Save Copy Delete More Actions Close

Travel to Orlando w/ cash advance (TR011505 - In Process)

Reimbursable Non-Reimbursable

Add Expenses

Date: Oct 16, 2012 Type: Select Receipt Amount: 0 USD

Paid By: Out of Pocket - Reimbu. Provider: Location: Funding

Description:

Clear Save

| Date | Type | Description | Pay to (USD) |
|--------------|--------------------|--|--------------|
| Oct 16, 2012 | Advance | Reduction to Outstanding Advance of 411.20 | -247.00 |
| Oct 16, 2012 | In State - Lodging | | 170.00 |
| Oct 16, 2012 | In State - Meals | | 36.00 |
| Oct 16, 2012 | In State - Portage | | 5.00 |
| Oct 17, 2012 | In State - Meals | | 36.00 |

View or Submit Report

Traveler

Denize Grant-Downer (ID: 20000903)

Pay Currency: USD

Pay Amount: 0.00

Remaining Advance: 164.20

Summary By Type

Total: 0.00 USD

Reimbursable

Total: 0.00 USD

Advance -247.00

In State - Po... 5.00

In State - Lo... 170.00

In State - M... 72.00

SUNGARD HIGHER EDUCATION

Travel and Expense Management (Release 8.4.0.2)

100%

- 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.

DelegateExpense ManagerProfileDelegate ControlAdvance ControlAdministrationSign Out

Expense Report List for...Expense ReportGeneral InformationItineraryExpensesAttachmentsCommentsRelated DocumentsStatus History

Expense Report ActionsNewRefreshOpenSaveCopyDeleteMore ActionsClose

Travel to Orlando w/ cash advance (TR011505 - Submitted)

Denize Grant-Downer (ID: Z00009035)

Advance Activity:

Status: 164.20 Outstanding as of Oct 16, 2012

| Document Type | Report ID | Status | Status Date | Estimated Pay Date | Advance Amount | Outstanding Amount |
|----------------|-----------|-----------|--------------|--------------------|----------------|--------------------|
| Advance | TV000034 | Paid | Oct 15, 2012 | | 411.20 | 411.20 |
| Expense Report | TR011505 | Submitted | Oct 15, 2012 | | -247.00 | 164.20 |

Expense Activity:

| Document Type | Report ID | Status | Status Date | Reimbursable | Non-Reimbursable | Report Total | Remaining Authorized |
|----------------------|-----------|-----------|--------------|--------------|------------------|--------------|----------------------|
| Authorization Report | TA014780 | Approved | Oct 15, 2012 | 514.00 | 0.00 | 514.00 | 514.00 |
| Expense Report | TR011505 | Submitted | Oct 15, 2012 | 247.00 | 0.00 | 247.00 | 267.00 |

View or Submit Report

Open ItemsExpense ReportsTravel to Orlando w/ cash aAuthorization ReportsTravel to Orlando w/ cash a

- 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
- Z-number
- Contact Phone
- Travel Authorization (TA) Number
- Email
- Credit card or checking information


[Home](#) | [Register](#) | [Log In](#) | [My Cart](#)

All Stores

Store Categories
Dining Services

Travel Reimbursement

[Home](#) | [Travel Reimbursements](#) | [Travel Reimbursement](#) | [Travel Reimbursement - Options](#)



Getty Images

This is for FAU employee travelers that were overpaid a cash advance and must reimburse the University.

***Indicates required info**

Amount: \$1.00

* Name :

* Z-Number :

* Contact Phone :

* Travel Authorization No. :

Comments :

- 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.

Delegate

Expense Manager

Profile

Delegate Control

Advance Control

Administration

Sign Out

Help

Expense Report List for...

Expense Report Actions

New

Refresh

Open

Save

Copy

Delete

More Actions

Close

Travel to Orlando w/ cash advance (TR011505 - Paid)

Denize Grant-Downer (ID: Z00009035)

Advance Activity:

Status: 0.00 Reconciled as of Oct 16, 2012

| Document Type | Report ID | Status | Status Date | Estimated Pay Date | Advance Amount | Outstanding Amount |
|----------------|-----------|--------|--------------|--------------------|----------------|--------------------|
| Advance | TV0000034 | Paid | Oct 15, 2012 | | 411.20 | 411.20 |
| Expense Report | TR011505 | Paid | Oct 15, 2012 | | -247.00 | 164.20 |
| Test recov | TJ0000013 | Posted | Oct 15, 2012 | | -164.20 | 0.00 |

Expense Activity:

| Document Type | Report ID | Status | Status Date | Reimbursable | Non-Reimbursable | Report Total | Remaining Authorized |
|----------------------|-----------|----------|--------------|--------------|------------------|--------------|----------------------|
| Authorization Report | TA014780 | Approved | Oct 15, 2012 | 514.00 | 0.00 | 514.00 | 514.00 |
| Expense Report | TR011505 | Paid | Oct 15, 2012 | 247.00 | 0.00 | 247.00 | 267.00 |

View or Submit Report

Expense Report

General Information

Itinerary

Expenses

Attachments

Comments

Related Documents

Status History

Open Items

Expense Reports

Travel to Orlando w/ cash advance

- It is possible to request a Cash Advance after 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.

Delegator Expense Manager Profile Delegate Control Advance Control Administration Sign Out Help

Authorization Report Actions New Refresh Open Save Copy Delete More Actions Close

Authorization Report >

Travel to Orlando (TA014778 - Approved)

Camille Chin Sue (ID: Z23124780)

General Information

| | | |
|--|---------------------------|------------------------|
| Report Type: TRAVEL | Report Date: Oct 14, 2012 | Pay Amount: 504.00 USD |
| Purpose: Non-Blanket | Relocation: No | Affiliation: |
| Description: Travel to workshop in Orlando, FL | | |

User Activity History

Initiated by: Denise Campbell (ID:Z00008076)
Submitted by: Denise Campbell (ID:Z00008076)

E-Mail Address

cchin sue@fau.edu

Itinerary

From: Oct 15, 2012 8:00 AM Boca Raton To: Oct 16, 2012 8:00 PM Orlando

Attachments

Comments

Open Items

Authorization Reports

Travel to Orlando (TA014778)

1 2 3 4

Request Advance Print View Related Documents

- 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.

Delegate Expense Manager

Authorization Report U...

Authorization Report

General Information

Itinerary

Estimated Expenses

Attachments

Comments

Related Documents

Status History

Open Items

Authorization Reports

Travel to Orlando (TA01477)

Advance Request (TA014778 - Approved)

Camille Chin Sue (ID: Z23124780)

Authorization Information

| | |
|--|-------------------------------|
| Report Name: Travel to Orlando | Report Type: TRAVEL |
| Report Date: Oct 14, 2012 | Trip start date: Oct 15, 2012 |
| Purpose: Non-Blanket | Trip end date: Oct 16, 2012 |
| Description: Travel to workshop in Orlando, FL | |

| Type | Authorization Estimated Amount in USD |
|--------------------|---------------------------------------|
| In State - Mileage | 267.00 |
| In State - Lodging | 160.00 |
| In State - Meals | 36.00 |
| Total: | 504.00 |

Advance Request

Advance Rule Name: Request Cash Advance

Description:

Requested amount: Payment will be made on or after Oct 14, 2012

Note: All Advances should be accounted for within 30 days of your trip end date.

Remittance Address

Home (Employee/Student Employee): 350 SW 14th St
Deerfield Beach, FL 33441-6523

E-Mail Address

cchinsue@fau.edu

Comments

Submit Cancel View Related Documents