Reconciling a Cash Advance on an Expense Report

This job aid gives directions for reconciling a cash advance on an expense report after the travel or research study for which the cash was requested. See the additional job aid for creating cash advances.

1. Recipient of the cash advance tracks and documents expenses/accounts for all cash transactions during travel or research with human subjects.

2. Within 60 days of the end of the travel or the study, as documented on the related Travel Authorization, the recipient must complete the Employee Expense Worksheet and prepare the relevant receipts including signatures and justifications for the preparer to enter into EFS. The use of the cash advance and the total amount disbursed and used should be noted on the Employee Expense Worksheet.

3. Department expense preparer will enter the information from the Employee Expense worksheet into an expense report in EFS.
   a. Navigate to: Employee Self Service > Travel and Expense Center > Expense Reports > Create/Modify to start an expense report. Type or select the employee’s ID number. Click <Add>.
   b. Select “A Travel Authorization” from the Quick Start drop-down menu to populate the expense report. This will show the projected expenses before the trip or study. Click <Go>.
   c. Select the appropriate transaction from the list of travel authorizations.
   d. After the travel authorization information has populated in the expense report, change the amount on the Expense Type line(s), to the amount that was used from the cash advance.
   e. Select “Apply/View Cash Advance” from the Actions drop-down menu. Click <Go>.
   f. Select the appropriate cash advance from the list.
   g. In the Total Applied field, enter the amount of the cash advance that was used by the recipient for the travel or study.
   h. Click <Update totals> to see the calculated balance. Note that the amount in the Balance field is the amount that the recipient owes back to the University, if the expenses incurred were less than the cash advance. Record this amount for later use. Click <OK>.
   i. Click <Attachments> to attach the required Employee Expense Worksheet.
   j. Click <Summary and Submit Expense Report>.
   k. The amount of the cash advance applied appears. Click <OK>.
   l. Complete, or add to, the expense report justification next by clicking <Notes>.

4. Next, the cash advance recipient should write a personal check, payable to University of Minnesota, and follow the department procedures for it to be deposited to the University. See the Departmental Deposit job aid for more information.