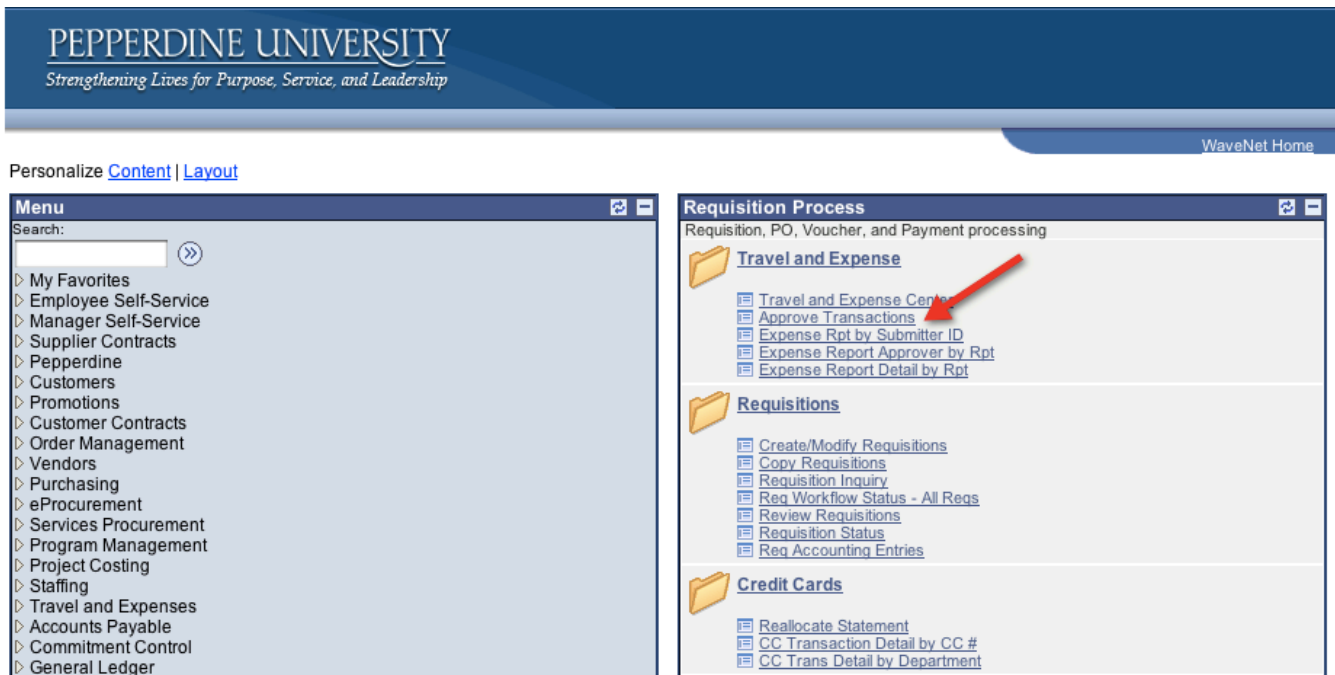


PEPPERDINE UNIVERSITY

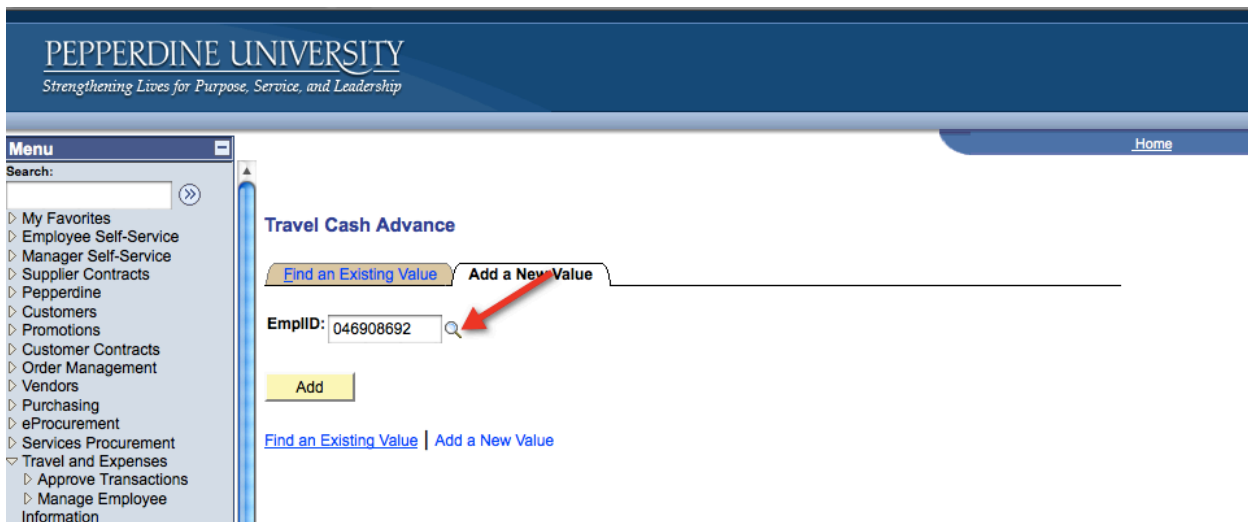
Creating and Reconciling Travel Cash Advances Quick Guide

The Travel and Expense menu is located on the My Work tab.

- To create a Travel Cash Advance, click the Travel and Expense Center link.



- In the EmplID field, enter the 9-digit CWID of the employee to whom the payment is to be issued.
- Click Add.



- Enter a general description of the trip, for example, the name of the conference.
- Choose a Business Purpose from the drop-down menu.

Travel & Expenses - Travel Cash Advance Report

Create Travel Cash Advance Report

Brooke Habecker

[User Defaults](#)

Advance ID:

NEXT

General Information			
*Description:	ISC Conference in New York	Comment:	
*Business Purpose:	User Conference	Reference:	

Details					
			Customize Find	First 1 of 1 Last	
*Source	Description	*Amount	Currency	Apply Tax	
System Check		0.00	USD	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Totals	
Advance Amount:	0.00 USD
Update Totals	

[Save For Later](#)

[Submit](#)

[Return to Travel and Expense Center](#)

- In the Details section, use the Source drop-down box to choose the method of payment. Choosing “System Check” will result in a check being mailed to the employee’s home. Choosing “Direct Deposit” will result in the funds being directly deposited to the employee’s bank account.
- In the Description field, add any details that weren’t included in the General Information Description, for example, the dates or location of the trip.
- Enter the desired amount of the advance.

Travel & Expenses - Travel Cash Advance Report

Create Travel Cash Advance Report

Brooke Habecker [User Defaults](#) Advance ID: NEXT

General Information

*Description:

ISC Conference in New York

*Business Purpose:

User Conference

Comment:

Reference:

Details

Customize | Find | First 1 of 1 Last

*Source	Description	*Amount	Currency	Apply Tax		
System Check	Travel Advance for ISC	350.00	USD	<input type="checkbox"/>	+	-

Totals

Advance Amount: 0.00 USD

Update Totals


Save For Later

Submit

[Return to Travel and Expense Center](#)

There are no chart fields to enter on a Travel Cash Advance. Finance uses a default chart string.

- When you've finished, submit the report for approval by clicking "Submit". You can also save without submitting for approval by clicking "Save For Later".

Details						Customize Find 		First 1 of 1 Last	
*Source	Description	*Amount	Currency	Apply Tax					
System Check	Travel Advance for ISC	350.00	USD	<input type="checkbox"/>					

Totals	
Advance Amount:	0.00 USD

[Update Totals](#)

[Save For Later](#) [Submit](#)

[Return to Travel and Expense Center](#)

- A confirmation screen will display. Click "OK".


Travel & Expenses - Travel Cash Advance Report

Submit Confirmation

Brooke Habecker

Advance ID: NEXT

Totals	
Advance Amount:	350.00 USD

 Click OK to submit, or click Cancel to return to the cash advance without submitting.

[OK](#) [Cancel](#)

A view-only copy of the advance request will be displayed. The Advance ID will appear in the upper-right corner.

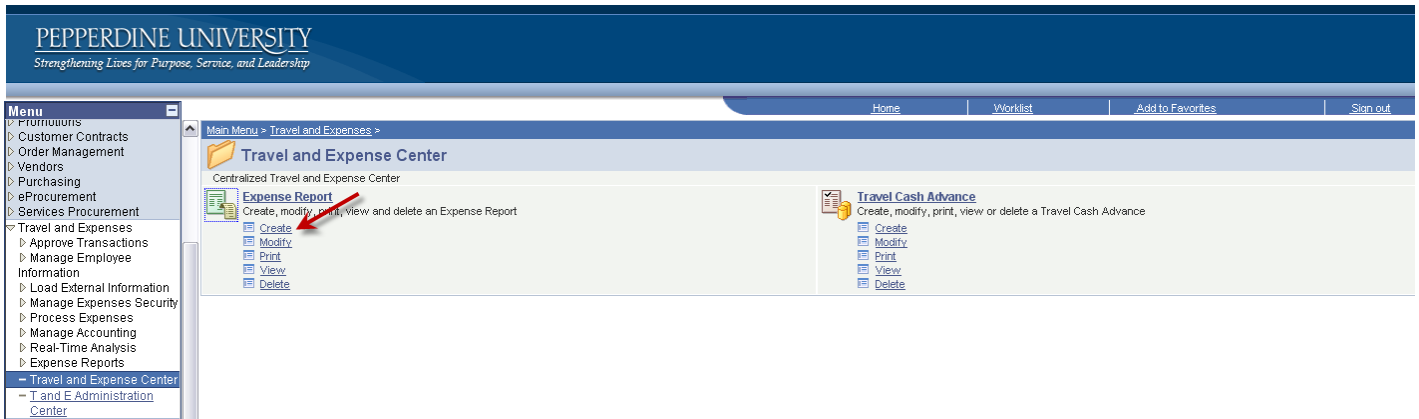
Create Travel Cash Advance is complete.

Reconciling a Travel Cash Advance

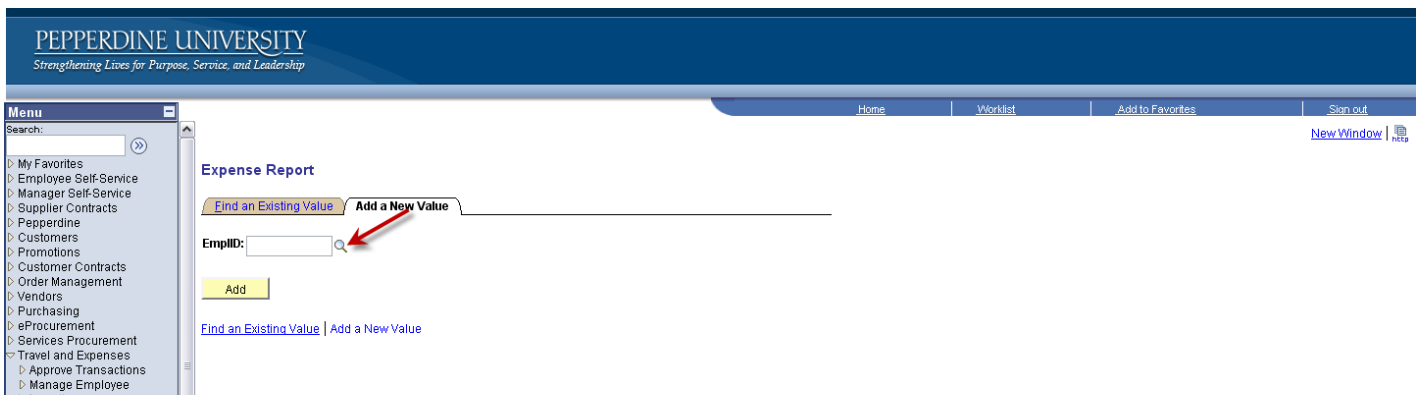
If The Entire Advance Has Not Been Spent

If money is left over from the Travel Cash Advance, it is due to the University. This money should be deposited as cash or a check with the Cashier's Office in Thornton Administrative Center, Second Floor. Use the deposit form provided by Accounts Payable (you should have received this along with the advance); the chart fields will be pre-printed on the form. *The PeopleSoft Travel Cash Advance ID must be provided to the Cashier at the time of the deposit.* Retain the Cashier's receipt and submit it with the Expense Report that is reconciling the Advance.

- Choose the Create link in the Expense Report menu



- Enter the 9-digit CWID of the employee who received the advance. To search for the CWID or by name, click the lookup icon.
- Click Add.



- Enter a description of the trip for which the advance was issued.
- Choose a Business Purpose from the drop-down menu.

Create Expense Report

Expense Report Entry

Brooke Habecker [User Defaults](#) Report ID: NEXT

Quick Start:

General Information

*Description: **Comment:**

*Business Purpose: **Reference:**

Default Location:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

Details

[Customize](#) | [Find](#) | [View All](#) | [First](#) [1-4 of 4](#) [Last](#)

Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>

Totals

Employee Expenses:	0.00 USD	Due Company:	63.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	63.00 USD		

[Definition of Totals](#)

[Return to Travel and Expense Center](#)

- To apply the advance, click the “Apply Cash Advance(s)” link.

Create Expense Report

Expense Report Entry

Brooke Habecker [User Defaults](#) Report ID: NEXT

Quick Start:

General Information

*Description: **Comment:**

*Business Purpose: **Reference:**

Default Location:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

- Enter the Advance ID for the advance being reconciled. To search for the Advance ID, click the lookup icon.



Create Expense Report

Apply Cash Advance(s)

Brooke Habecker

Report ID:

NEXT

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
<input type="text"/> 	0.000	0.00		<input type="text"/> 0.00 USD 

Add Cash Advance

Update Totals

Total Advance Applied: 0.00 USD

Total Employee Expenses: 0.00 USD

Total Due Employee: 0.00 USD

OK

- Choose the correct advance. If a portion of the advance was not spent, enter the amount spent in the “Total Applied” field. Apply to the expense report *only* the amount spent.
- Click “Add Cash Advance”
- Click “OK”.

Expense Report

Apply Cash Advance(s)

Brooke Habecker

Report ID:

NEXT

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
0000000034	200.00	137.00 USD	1.00000000	<input type="text"/> 63.00 USD 

Add Cash Advance

Update Totals

Total Advance Applied: 63.00 USD

Total Employee Expenses: 63.00 USD

Total Due Employee: 0.00 USD

OK

- Fill in the Expense Report lines, accounting for the advance. Be specific about the location, date, attendees, and business purpose of each expense. Use the Description field on the Expense Details page if you need more space.

Details								Customize Find View All		First	1-4 of 4	Last
Overview												
Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type						
<input type="checkbox"/>	Dinner	09/01/2010	10.00	USD	Paid by Employ	Internal	Detail					
<input type="checkbox"/>	Lunch	09/01/2010	17.00	USD	Paid by Employ	Internal	Detail					
<input type="checkbox"/>	Staff Training	09/01/2010	30.00	USD	Paid by Employ	Internal	Detail					
<input type="checkbox"/>	Breakfast	09/01/2010	6.00	USD	Paid by Employ	Internal	Detail					

When you've finished adding expenses, the Employee Expenses field in the Totals box should show the total expenses and advance amount applied for this trip.

Totals					
Employee Expenses:	63.00	USD	Due Employee:	0.00	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	0.00	USD			
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			
Cash Advances Applied:	63.00	USD			

[Definition of Totals](#)

[Return to Travel and Expense Center](#)

Balance Due the University

If less than the entire advance amount was used, the balance must be returned to the University.

The employee must bring cash or a check for the balance to the Cashier's Office in Thornton Administrative Center, Second Floor. Use the deposit form provided by Accounts Payable (you should have received this along with the advance); the chart fields will be pre-printed on the form. This amount must be subtracted from the original advance amount when applied to the expense report.

Balance Due the Employee

If the employee's expenses exceeded the advance amount, a check will be issued to the employee for the amount due.

- Click “Submit” to send the advance reconciliation for approval.



[Return to Travel and Expense Center](#)

You may save the report without submitting it by clicking “Save For Later”

The Accounts Payable Office will approve the advance reconciliation once all backup is received and correct.

Reconciling an Advance is complete.