

# PEPPERDINE UNIVERSITY

## Creating and Reconciling A Travel Cash Advance

Advances are issued to employees when out-of-pocket expenses for the duration of the trip will cause financial hardship. There is a minimum advance amount of \$200 and an advance may not be issued more than 30 days prior to departure.

Advances are requested through the Travel and Expense Center in PeopleSoft Financials. Hard-copy documentation is not required for an advance to be issued, but the request must include who is traveling as well as where, when, and why.

Employees must reconcile an advance before receiving another. Advances must be reconciled within 30 days of returning from the trip. If the employee fails to do this, no out-of-pocket reimbursements will be processed until the advance is reconciled. If the advance remains unsubstantiated after 120 days, the advance amount will be reported as taxable income for the recipient.

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.

The screenshot displays the Pepperdine University PeopleSoft Financials interface. At the top, the university's name and logo are visible. Below the header, there is a navigation bar with links for "Personalize", "Content", and "Layout". The main content area is divided into two panels. The left panel, titled "Menu", contains a search bar and a list of navigation options, including "My Favorites", "Employee Self-Service", "Manager Self-Service", "Supplier Contracts", "Pepperdine", "Customers", "Promotions", "Customer Contracts", "Order Management", "Vendors", "Purchasing", "eProcurement", "Services Procurement", "Program Management", "Project Costing", "Staffing", "Travel and Expenses", "Accounts Payable", "Commitment Control", and "General Ledger". The right panel, titled "Requisition Process", contains a list of links for "Requisition, PO, Voucher, and Payment processing", "Travel and Expense", "Requisitions", and "Credit Cards". A red arrow points to the "Travel and Expense Center" link under the "Travel and Expense" section.

PEPPERDINE UNIVERSITY  
*Strengthening Lives for Purpose, Service, and Leadership*

WaveNet Home

Personalize [Content](#) | [Layout](#)

**Menu**

Search:  [»](#)

- ▷ My Favorites
- ▷ Employee Self-Service
- ▷ Manager Self-Service
- ▷ Supplier Contracts
- ▷ Pepperdine
- ▷ Customers
- ▷ Promotions
- ▷ Customer Contracts
- ▷ Order Management
- ▷ Vendors
- ▷ Purchasing
- ▷ eProcurement
- ▷ Services Procurement
- ▷ Program Management
- ▷ Project Costing
- ▷ Staffing
- ▷ Travel and Expenses
- ▷ Accounts Payable
- ▷ Commitment Control
- ▷ General Ledger

**Requisition Process**

Requisition, PO, Voucher, and Payment processing

- [Travel and Expense](#)
  - [Travel and Expense Center](#)
  - [Approve Transactions](#)
  - [Expense Rpt by Submitter ID](#)
  - [Expense Report Approver by Rpt](#)
  - [Expense Report Detail by Rpt](#)
- [Requisitions](#)
  - [Create/Modify Requisitions](#)
  - [Copy Requisitions](#)
  - [Requisition Inquiry](#)
  - [Reg Workflow Status - All Regs](#)
  - [Review Requisitions](#)
  - [Requisition Status](#)
  - [Reg Accounting Entries](#)
- [Credit Cards](#)
  - [Reallocate Statement](#)
  - [CC Transaction Detail by CC #](#)
  - [CC Trans Detail by Department](#)

- In the EmplID field, enter the 9-digit CWID of the employee to whom the check is to be issued. You may search for an employee's name or CWID by clicking on the lookup icon.

**PEPPERDINE UNIVERSITY**  
Strengthening Lives for Purpose, Service, and Leadership

Home

**Menu**

Search:

- My Favorites
- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Pepperdine
- Customers
- Promotions
- Customer Contracts
- Order Management
- Vendors
- Purchasing
- eProcurement
- Services Procurement
- Travel and Expenses
  - Approve Transactions
  - Manage Employee Information

**Travel Cash Advance**

[Find an Existing Value](#) [Add a New Value](#)

EmplID:  

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

- Click Add. The Create Travel Cash Advance Report screen will display. You will see the employee's name in the upper-left corner.

## Travel & Expenses - Travel Cash Advance Report

### Create Travel Cash Advance Report

Brooke Habecker

[User Defaults](#)

Advance ID:

NEXT

**General Information**

\*Description:

\*Business Purpose:

Comment:

Reference:



Details					
		<a href="#">Customize</a>	<a href="#">Find</a>	First 1 of 1 Last	
*Source	Description	*Amount	Currency	Apply Tax	
<input type="text"/>	<input type="text"/>	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](#)

- 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 HabeckerUser 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		0.00	USD	<input type="checkbox"/>	<div>+ -</div>	

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 “System Check” or “Direct Deposit” as the method of payment. The account that the direct deposit will credit is the *first* account listed in your Payroll preferences. The money will not be divided between multiple accounts.
- In the Description field, add any details that weren’t included in the General Information Description, such as the dates or location of the trip.
- Enter the desired amount of the advance. The minimum amount is \$200.00.

## Travel & Expenses - Travel Cash Advance Report

### Create Travel Cash Advance Report

Brooke Habecker

[User Defaults](#)

Advance ID:

NEXT

**General Information**

**\*Description:**

**\*Business Purpose:**

**Comment:**

**Reference:**

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

Totals

**Advance Amount:** 0.00 USD

[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".

## 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](#)

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

Clicking "Cancel" will return you to the Create Travel Cash Advance Report page without submitting the report.

## 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.

## Travel & Expenses - Travel Cash Advance Report

### View Travel Cash Advance Report

Brooke Habecker

[User Defaults](#)

Advance ID: 0000000023

#### General Information

Description: ISC Conference in New York

Comment:

Business Purpose: User Conference

Status: Submission in Process

Reference:

Accounting Date: 07/08/2010

Post State: Not Applied

Last Updated: 07/08/2010 By: 46908692



#### 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: 350.00 USD

Report Balance

Applied To Expense Reports: 0.00 USD

Due Company: 350.00 USD

Payments Received: 0.00 USD

[Return to Search](#)

[Notify](#)

Create Travel Cash Advance is complete.

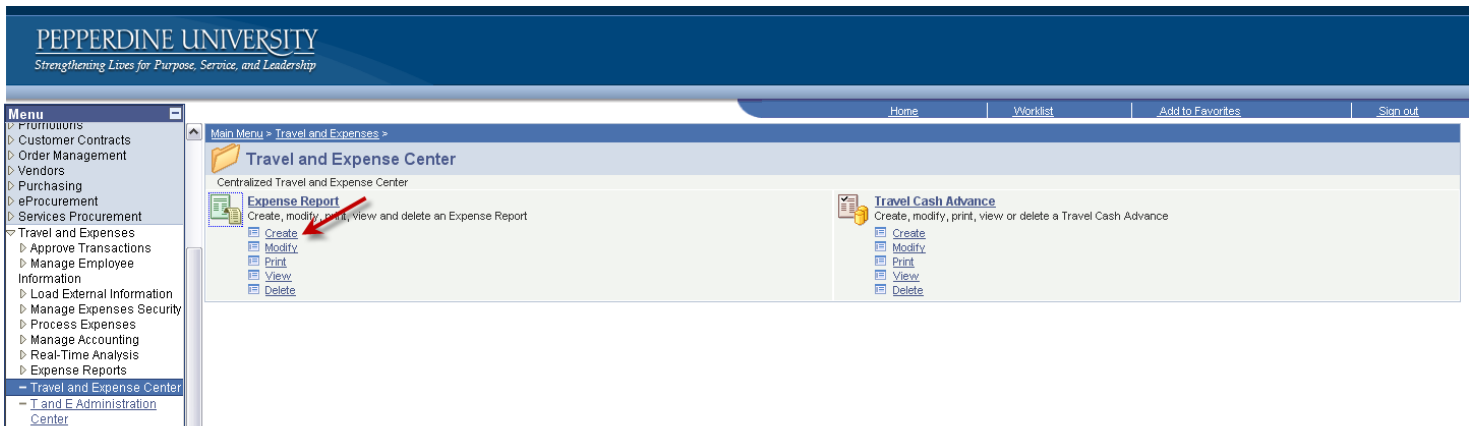
# Reconciling a Travel Cash Advance

Travel Cash Advances are reconciled using an Expense Report.

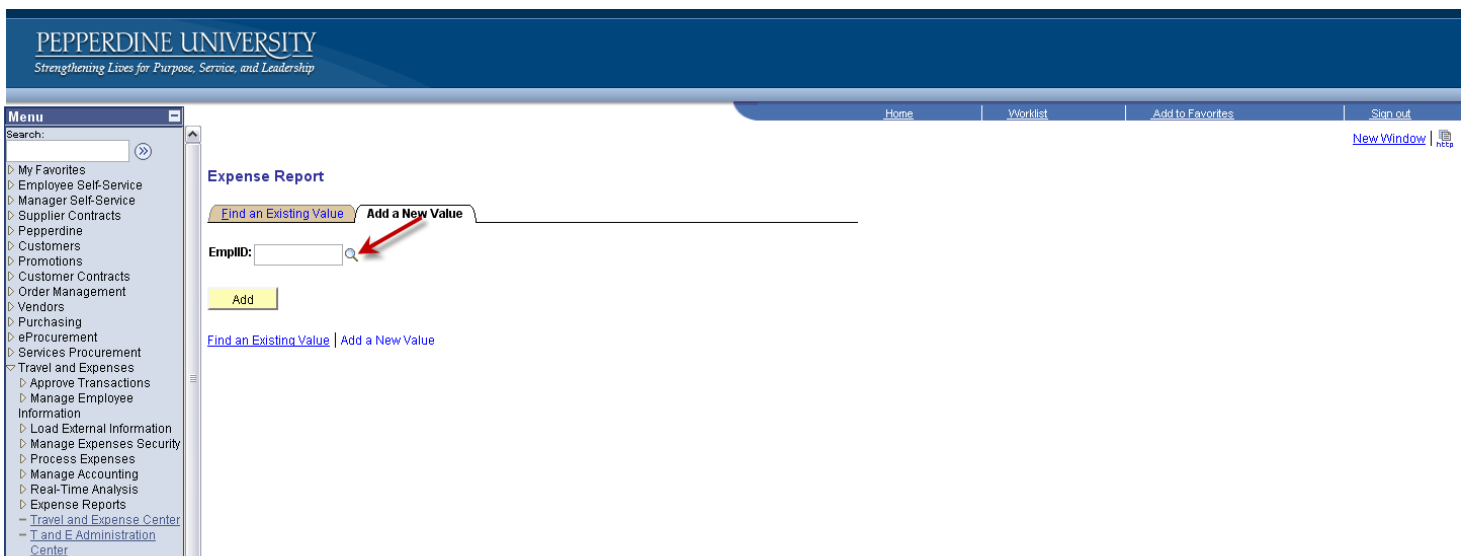
## *If The Entire Advance Has Not Been Spent*

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.



## Look Up EmplID

Search by:  begins with

[Look Up](#) [Cancel](#) [Advanced Lookup](#)

### Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First  1-100 of 300  Last

EmplID	Name
011150590	Farrell, Selina K
011432368	Fears, Lisa
011455405	Ellis, Ashton Dowden
011477694	Ferris, Panida
011479299	Hurney, John William
011481771	Midura, Matthew J
011482712	Lawrence, Tara A
011482846	Ellsasser, Christopher W
011482866	Johnson, Kerri D
011483079	Margules, Michelle I
011484046	Aaronson, Anthony E
011484686	Wenger, Kathleen S
011485382	Caldwell, Beth C
011485586	Nolan, John J
011486145	Nelson, Mark Wayne
011486704	Saxon, Ann Victoria
011486891	Weber, Jonathan C
011487431	Furtaw, Patrick F
011487731	Predolin, Jennifer
011488897	Sarmiento, Ricardo A
011489054	Diener, Alexander C

- 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

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

#### 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](#)



- 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:

A Blank Report

GO

#### General Information

\*Description: Advance Recon Sales & Use Tax

Comment: Sales and Use Tax seminar, Sept. 1-3. Hilton San Diego

\*Business Purpose: Training

Reference:

Default Location:

[Accounting Defaults](#)

[Apply Cash Advance\(s\)](#)

More Options:

GO

- 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		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.

## Look Up Advance ID

**Search by:** Advance ID begins with

[Advanced Lookup](#)

### Search Results

View All First ◀ 1-5 of 5 ▶ Last

Advance ID	Advance Description	Balance	Currency Code
<a href="#">0000000023</a>	ISC Conference in New York	350	USD
<a href="#">0000000024</a>	HEUG Conference, Orlando	200	USD
<a href="#">0000000025</a>	Stress-Reduction Trip to Bali	12500	USD
<a href="#">0000000034</a>	Sales and Use Tax Conference	137	USD
<a href="#">0000000041</a>	Sales & Use Tax	100	USD

- 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	63.00 USD <input type="button" value="-"/>

Total Advance Applied: 63.00 USD  
 Total Employee Expenses: 63.00 USD  
 Total Due Employee: 0.00 USD

You will be returned to the Entry screen. Notice that the amount of the applied cash advance appears in the Totals box at the bottom of the screen.

- 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 Employee	Internal	Detail +
<input type="checkbox"/>	Lunch	09/01/2010	17.00	USD	Paid by Employee	Internal	Detail +
<input type="checkbox"/>	Staff Training	09/01/2010	30.00	USD	Paid by Employee	Internal	Detail +
<input type="checkbox"/>	Breakfast	09/01/2010	6.00	USD	Paid by Employee	Internal	Detail +

Copy Selected
Delete Selected
New Expense Add
Check For Errors

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

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

Definition of Totals
Update Totals

Save For Later
Submit

[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”
- Collect all receipts and tape them to an 8.5” x 11” sheet of paper. Do not use paper clips or staples. You may attach multiple receipts to a single page, and may use the back side as well. Staple multiple pages together; do not use paper clips.
- Number the receipts in the order the associated expenses appear on your reconciliation.
- Include a printout of the expense report with your receipts.

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

Reconciling an Advance is complete.