How to Reconcile a Travel Authorization Cash Advance

When the traveler returns, collect all receipts and supporting documentation for travel expenses. A Travel Reimbursement document (TR) must be created directly from the Travel Authorization (TA) to unencumber the funds or ‘clear’ the TA.

Instructions:

- Go to the Zot! Portal Finances/KFS tab to search for the TA(s).
- Find the Travel & Event Management tab.
- Click open: Custom Document Search
- Click on: Travel Authorization
The **Type** field should be **TA**
In the **Initiator** field, type in your NetID
Click on the **search** button at the bottom.
A list of the initiator’s Travel Authorization(s) will be listed.

Look for the correct ‘FINAL’ Travel Authorization.  
Click on the link: **New Reimbursement**

Note, once the new TR is created the **TEM Doc #** should match on the Travel Authorization and the Trip Reimbursement documents.

The example below displays the same **TEM Doc#**: **T-98849** in the TA and TR document.

In the new Travel Reimbursement document, review the Travel Advances tab and be sure the correct amount of the cash advance is in the **Amount Requested** and **Amount Due** fields.
Users must review the eDoc and add or edit any additional information and/or expenses related to the trip. Send all receipts and supporting documentation with the TR cover sheet to the scanning department. For international travel, include the foreign per diem sheets and the daily foreign conversion sheets.

In the *Travel Expense Total* tab, check that the correct cash advance amount is in the following fields:

- Encumbrance Amount
- Less Advances from this Trip

If the Total Reimbursable amount is greater than the cash advance, the traveler will be reimbursed the remaining amount.

In the example image:

- Total Reimbursable amount is $481.55
- Less Advances from this Trip is $250 (the cash advance)
- Reimbursement from this Trip is $231.55 – will be reimbursed to the traveler.

If the travel reimbursement is less than the cash advance amount, the traveler will own the University the difference.

- Traveler will need to write a check to *UC Regents*, the amount owed.
- Initiator, please use the Account #: **UC18889** and the Object Code: **M215** when processing the Campus Online Deposit (C.O.D.).
- Send a copy of the check (redact the home address & account number) and the C.O.D. with the TR cover sheet to the scanning department.

‘Submit’ the document to go through the department approval flow. Accounting will review and finalize the Travel Reimbursement. Accounting will close the Travel Advance after the check clears the internal process.

*Questions? Please do not hesitate to contact the travel accounting office for assistance!*