

How to Reconcile a Travel Authorization Cash Advance

Travel Authorization

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 screenshot shows the Zot! Portal navigation menu with the following structure:

- Research
- Finances/KFS**
- Decision Support

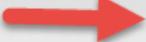
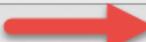
Under the **Finances/KFS** tab, the following sections are visible:

- KFS News & Announcements**
 - [Submit Department Accruals/Deferrals This Week](#)
The YEDA e-document will be available for use starting this Saturday, July 9.
 - [Final Deadline for Departments to Record Activity in Period 12 is Friday](#)
Units must submit their accruals and deferrals and final budget alignment and error corrections by July 15.
 - [Account Edit & Copy Disabled Until July 18](#)
The Edit and Copy feature in the Account Lookup in ZotPortal is disabled until July 18.
[Accounting News and Announcements Archive](#)
- KFS Lookups & Requests**
 - [Chart of Accounts](#)
 - [Chart of Accounts Reference Tables](#)
 - [Contracts and Grants](#)
 - [Help Guides](#)
- Travel & Event Management** (indicated by a red arrow)
 - [Connexus Travel Program](#)
 - [Custom Document Search](#)
 - [Entertainment Reimbursement](#)
 - [Moving and Relocation Reimbursement](#)
 - [Travel Authorization](#)**
 - [Travel Reimbursement](#)
 - [TEM Profile](#)
 - [Transactions](#)

The **Type** field should be **TA**

In the **Initiator** field, type in your NetID

Click on the **search** button at the bottom.

	Type:	TA 
	Initiator:	<input type="text"/> 
	Document/Notification Id:	<input type="text"/>
	Date Created From:	<input type="text"/> 
	Date Created To:	<input type="text"/> 
	Document Description:	<input type="text"/>
	Organization Document Number:	<input type="text"/>
	TEM Doc #:	<input type="text"/>
	Trip Begin From:	<input type="text"/> 
	Trip Begin To:	<input type="text"/> 
	Trip End From:	<input type="text"/> 
	Trip End To:	<input type="text"/> 
	Primary Destination:	<input type="text"/>
	Trip Type:	<input type="text"/> 
	Traveler Type Code:	<input type="radio"/> Employee <input type="radio"/> Non-Employee
	First Name:	<input type="text"/>
	Last Name:	<input type="text"/>
	Primary Destination Country/State:	<input type="text"/>
	Traveler Profile ID:	<input type="text"/> 
	Scanned?:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both
	Chart Code:	<input type="text"/>  
	Account Number:	<input type="text"/> 
	Organization Code:	<input type="text"/> 
	Ledger Document Type:	<input type="text"/> 
	Total Amount:	<input type="text"/>
	Search Result Type:	<input checked="" type="radio"/> Document Specific Data <input type="radio"/> Workflow Data
	Document Status:	<input type="text"/>
	Status Transition Date From:	<input type="text"/> 
	Status Transition Date To:	<input type="text"/> 
	Name this search (optional):	<input type="text"/>
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>		

A list of the initiator's Travel Authorization(s) will be listed.

Actions	Document Number	Type	Title	Route Status	Document Status	Initiator	Date Created	Document Description	Organization Document Number	TEM Doc #	Object Code	Scanned?	Chart Code	Account Number	Organization Code	Ledger Document Type	Total Amount	Route Log
New Entertainment New Reimbursement	2552618	Travel Authorization	Travel Authorization -	FINAL	Open For Reimbursement	[Redacted]	06/15/2016 11:05 AM	[Redacted]	T-114193	T-114193 8350	Y	IR	GF13453	7283	TA	6,100.00		

Look for the correct 'FINAL' Travel Authorization.

Click on the link: [New Reimbursement](#)

Actions	Document Number	Type	Title	Route Status	Document Status	Initiator
New Entertainment New Reimbursement	2552618	Travel Authorization	Travel Authorization -	FINAL	Open For Reimbursement	[Redacted]

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.

Travel Authorization Amendment	Doc Nbr:	Status:
	2265451	FINAL
	Initiator:	Created:
	[Redacted]	01:52 PM 04/07/2016
	TEM Doc #:	TAA Status:
	T-98849	Open For Reimbursement
<input type="button" value="expand all"/> <input type="button" value="collapse all"/>		
* required field		

Travel Reimbursement	Doc Nbr:	Status:
	2629203	ENROUTE
	Initiator:	Created:
	[Redacted]	03:16 PM 06/30/2016
	TEM Doc #:	TR Status:
	T-98849	Department Approved
<input type="button" value="expand all"/> <input type="button" value="collapse all"/>		
* required field		

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.

Travel Advances	hide		
Travel Advances			
Amount Requested:	250.00	* Payment Due Date:	2016-04-07
		Amount Due:	250.00

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

Travel Expense Total	
Travel Expense Total	
	Total Expenses: 481.55
	Less Non-Reimbursable: - 0.00
	Eligible for Reimbursement: 481.55
Encumbrance Amount: 250.00	Apply Expense Limit: N/A
	Less CTS Charges: - 0.00
	Amount due Corporate Credit Card: - 0.00
	Total Reimbursable: 481.55
	Less Advances from this Trip: - 250.00
	Reimbursement from this Trip: 231.55

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.

Total Expenses:	481.55
Less Non-Reimbursable:	- 0.00
Eligible for Reimbursement:	481.55
Apply Expense Limit:	N/A
Less CTS Charges:	- 0.00
Amount due Corporate Credit Card:	- 0.00
Total Reimbursable:	481.55
Less Advances from this Trip:	- 250.00
Reimbursement from this Trip:	231.55

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!