Lafayette College

Reconciling A Cash Advance

Use this process to reconcile a cash advance previously received. Keep in mind you will need to account for the full amount of the cash advance. If there are funds left over, please follow the instructions in the "Return Unused Cash/Travel Advance" guide before proceeding.

From the Emburse home screen, choose the
 + Create button in the Expenses category.

emburse enterprise					
eWallet					
Unused Items					
4 Credit Card Items					
0 Receipts					
VIEW ALL 5 UNUSED ITEMS					
Expenses		+ Create			
0	0				
Draft	Returned	View All Submitted			
Dur	i comincu	Submitted			
2. Enter the Hea	der data and click	Save.			
		Cancel Save			

Expenses For	
Import from Pre-Approval	IMPORT PRE-APPROVAL
Report Name	Reconcile Travel Advance for Navy Trip
Report Type	Employee Reimbursement
Start Date	01/01/2025
End Date	01/31/2025
Fiscal Year	CURRENT_FY

- Import Pre-Approval: If you were required to get Pre-Approval before your trip for these expenses, import the information by clicking this button.
- <u>**Report Name:**</u> Naming Convention: Meeting or Conference Name, Dates of Travel.
- Report Type: Employee Reimbursement
- **Start Date:** Click the calendar icon to select the date which represents the start date for this report.
- <u>End Date</u>: Click the calendar icon to select the end date for this report.
- Fiscal Year: Choose the appropriate fiscal year the expense belongs in. (This option may be hidden during certain times of the year.)

3. Under Add Expenses, select Cash Advance and choose the cash advance amount previously received. Check the box next to the cash advance amount and click Add.



4. Emburse will display the screen shot below. It will be pre-populated with the information used when the advance was originally requested. Enter a description and click Save.

	Cancel Save
Cash Advar	
Date	01/30/2025
Spent	-1,000.00 USD
Description	Reconcile Boston University Trip.
Location Where Expense Was	Domestic
Please type the Funding Source of matching items will be display	 - Fund/Org/Program you would like to search for in the funding source box below. As you type, a drop down list ed for selection
Funding Source - Fund/Or	g/Program

5. After saving, Emburse will display the screen shot showing a negative next to the amount of your cash advance showing as a **Total Pay Me Amount**.



100100-50400-77 Operating Budget - Op Rev & Exp



You can now begin posting expenses against the advance.

Quick Reference

6 . To add expenses types against the cash advance, click the + button and then Create New.

= 😑 emburse enterprise

<u>,</u>	Expenses For Geoff Schoeneck		
eco 0 Cor	ncile Cash Advance For	r Boston Uni. Trip	
DATE	EXPENSE		SPENT
'hu 1/30/2	025 🐚 Cash Advance		-1,000.00 USD
		Add	
		Expenses	
		Create New	
		eWallet	
		All	
		Trips	
		Cash Advance	
		Credit Card	
		Offline	
		Recycle Bin	
		eReceipts	
		Receipt Gallery	

7. After choosing Create New, the Expense Type mosiacs will appear. Choose the appropriate Expense Types for each of your transactions.

Add Expenses	76	A			9
Create New	AIR TRAVEL		LODGING AND TRAVEL MEALS	HOSPITALITY / EVENTS / ENTERTAINMENT	CLASSROOM / OFFICE EXPENSES
eWallet All Trips • Cash Advance	BOOKS AND PUBLICATIONS	TRAINING/ PROFESSIONAL DEVELOPMENT	DUES / MEMBERSHIPS		AWARDS / GIFTS / RECOGNITION
Credit Card Offline Recycle Bin		UTILITIES / TELECOM / OCCUPANCY	COLLEGE STORE COGS	INS / TAXES / LICENSES / PERMITS	
eReceipts Receipt Gallery	STUDENT	CASH ADVANCE RETURN			

8. Complete the expense tile form and click Save at the top right hand side of the screen to Continue.

	Cancel Save
🤗 740112-Car	Rental
Date	01/30/2025
Spent	500.00 🖬 USD
Description	Van to Drive the team
Location Where Expense Was Incurred Optional	Domestic
Rental Agency	Select 🗸
Class	Select 🗸
Rental Date	
Return Date	
Location	

There may be additional fields to complete based on the expense type. For example, Car Rental will ask the specific Rental Agency, Rental Date, Return Date, etc.

9. The appropriate Fund-Org-Program Code combination should default in the Funding Source field based on the individual completing the report.

10. After clicking save, the Total Pay Me Amount will be reduced accordingly by the amount of the expense type added.

←	xpenses For			=	Ð
Reconcile	Cash Advance For Bost	on Uni. Trip			()
DATE	EXPENSE		SPENT	PAY ME 🖉 🗐	A
Thu 01/30/2025	Cash Advance		-1,000.00 USD	-1,000.00	~
Thu 01/30/2025	a 740112-Car Rental		500.00 USD	500.00 Ø	~
Expense Report 010042468692	\rightarrow	Total Pay Me Amount -500.00 USD		Submit	

11. Continue adding all expenses to the reimbursement request until complete. When all expense types have been added, choose **Submit.**

← 📲	opens	es For				F		Ð
Reconcile	Ca	sh Advance For Bost	on Uni. Trip					()
DATE	EXP	ENSE		SPENT	PAY ME	Ø	8	A
Thu 01/30/2025	n	Cash Advance		-1,000.00 USD	-1,000.00			~
Thu 01/30/2025	0	740112-Car Rental		500.00 USD	500.00	Ø		~
Thu 01/30/2025		740130-Hotels and Lodging Sheraton		350.00 USD	350.00	Ø		~
Thu 01/30/2025	Ÿ † 1	710140-Meals while Traveling Chipotle		250.00 USD	250.00	Ø		~
								- 5
xpense Report 10042468692			Total Pay Me Amount 100.00 USD		Submit			

If you've spent less than the total cash advance received, choose the Cash Advance Return mosiac tile and complete the expense tile form. Be sure to attach the receipt generated when you returned the funds used in the Quick Reference Guide titled Return Unused Cash/Travel Advance.

Add Expenses	74	A			
Create New	AIR TRAVEL		LODGING AND TRAVEL	HOSPITALITY / EVENTS	CLASSROOM / OFFICE
eWallet All Trips • Cash Advance	ED PUBLICATIONS	PROFESSION AL DEVELOPMENT	DUES / MEMBERSHIPS		AWARDS / GIFTS /
Credit Card Offline Recycle Bin	EQUIPMENT	UTILITIES (JTELEGOM /	COLLEGESTORE		
eReceipts Receipt Gallery					

12. A Submit Confirmation screen will appear. Click the green Submit button.

Submit Confirmation	
I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are	for legitimate business purposes.
PDF -	Cancel Pre-Approval Submit

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13. After hitting the Submit button, a message saying your report has been successfully submitted should appear.14. To check the status of your expense reimbursement report, click in the Expenses header on the home screen and select View All Submitted.

E emburse enterprise		
eWallet		
Unused Items 4 Credit Card Items 0 Receipts VIEW ALL & UNUSED ITEMS		
Expenses		+ Create
O Draft	0 Returned	View All Submitted

15. Click on the appropriate report in question. You can open the report to check the tracking to see where it's at in the approval process.



Reconcile Cash Advance For Boston Uni. Trip