

ASC Cash Advance Reconciliation Process

Per the OSU travel policy:

“Expenses associated with a cash advance must be documented by original, itemized receipts or equivalent documentation and must be reconciled and substantiated within 30 days of completion of the trip”

Please refer to the cash advance reconciliation process flow. **ALL** cash advance reconciliations will require a new reimbursement payment sequence. **The process is the same for both UNIV and OSURF.**

Below is a screenshot indicating how the cash advance needs to be accounted for in the payment request.

1. Create a new payment request as a reimbursement. If the reconciliation is being **submitted** greater than 30 days of completion of the trip it will require an exception. Please attach the completed ASC Exception Form to the new payment request.
2. List all of the expenses claimed, and then add a “category” line with the “Type” of “Other”. For the description you will put “cash advance”. List the amount of the cash advance with a negative ex. (\$1000.00). The expense total will reflect what is in excess of the cash advance and eligible for reimbursement.
3. **If no reimbursement will be made or if the traveler owes OSU money you will change the Payment amount to \$0.00.** It is important to look at the “Payment Amount” line prior to submitting if it is different than the “Expense Total”.
 - There should **never** be a negative Payment Amount.

WITH Reimbursement

Payment Amount: \$2,500.11			
Expense Details			
Category	Type	Description	Amount
Transportation	Airfare (Other)		\$2,710.73
Transportation	Personal Auto (Mileage)	91 x 0.555	\$50.51
Transportation	Taxi		\$330.00
Meals	Per Diem	multiple cities	\$565.50
Lodging			\$843.37
Other	Other (Description Required)	cash advance	(\$2,000.00)
Estimated Total Expenses: \$5,400.00			Expense Total: \$2,500.11
Trip Maximum: NONE			

WITHOUT Reimbursement

Payment Amount: \$0.00			
Expense Details			
Category	Type	Description	Amount
Other	Other (Description Required)	Transcriber payments	\$1,846.00
Transportation	Taxi/Uber/Lyft		\$14.00
Other	Other (Description Required)	Cash Advance	(\$3,604.74)
Estimated Total Expenses: \$7,941.00			Expense Total: (\$425.28)
Trip Maximum: NONE			

4. After the BSC has reviewed the cash advance and it is complete, the BSC Fiscal Associate will open the original cash advance sequence and will update the status.
 - If the traveler needs to repay OSU for unused advance funds, it has to be done “within 30 days of completion of the trip”. Once the cash advance has been verified by the BSC and the repayment amount has been validated, please request the repayment and deposit ASAP. Attach the deposit confirmation on the original cash advance sequence.

Payment Request Information			
Business Unit: OSURF	T Number:	Reference Number:	T Nu
Payment Sequence Number: 1	Voucher ID:	Payment Type:	Pay
<input type="checkbox"/> Cash advance reconciled	Repayment Amount:		
<input type="checkbox"/> Exception Noted	Exception Description:		
			Save changes

Cash Advance Reconciliation Process Flow

