



GVSU Business & Finance Department Procedures Manual

Section: Business and Finance

Section Number: 311.1

Subject: Reconciliation of Travel Advance Requests

Date: December 2018

Travel Advance Request Reconciliation

All individuals receiving a Travel Advance are required to reconcile their expenses within 15 calendar days of the end date of the trip. Please note that even if a second trip is anticipated, and a Travel Advance is desired, the completed trip must be reconciled and submitted to the Business Office prior to the release of the funds for the next trip. The Travel Advance Reconciliation process follows:

Procedure

- A. Fill out the appropriate expense report reimbursement form itemizing your reimbursable expenses, including all FOAP information.
- B. Enter the amount of your Travel Advance in the lower right-hand corner of the form in the field labeled "Less Advance if Any" (enter as a positive number.)

med	Total
Less Advance if any	500.00
Amount to be Reimbursed or (Returned to GVSU)	

- C. Attach all required receipts. Receipts smaller than a sheet of paper must be taped to a blank 8.5" x 11" piece of paper. Multiple receipts can be attached to a piece of paper, and please do not highlight or mark-up receipts.
- D. Obtain appropriate approval signatures.
- E. Submit all documentation to the Accounting Office (2015 Zumberge Hall) for processing along with any remaining money. All remaining money must be received with the reimbursement request form in the form of a check made payable to "Grand Valley State University" or cash.

Notes on Reconciliation

If you spend **more** than the advance and require a reimbursement: [Sample Completed Form](#)

1. Fill out the expense form with all expenses you are claiming
2. Enter the Advance Amount in the field labeled "Less Advance if Any"
3. Form will auto-calculate the amount you will be reimbursed in the field below.

If you spend **less** than the advance and need to pay back the university: [Sample Completed Form](#)

- Follow steps 1 & 2 above
- Form will auto-calculate the amount you need to submit (check or money order) with your form. (this amount will show up in red when form auto-calculates.)