Shared Administrative System TM – Travel Management

Process for Prepaid Expenses

What is considered a Prepaid Expense?

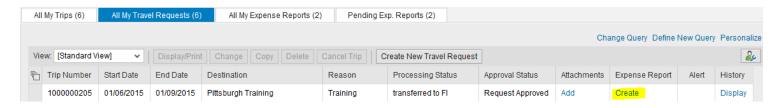
- 1. Any payment made directly to a third party prior to the actual trip;
- 2. Any reimbursement to the traveler prior to the actual trip;

Some examples include: conference registration fees and transportation costs.

EXAMPLE 1

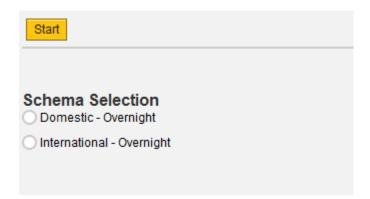
Conference Registration (\$250) will be prepaid to the vendor.

To start a Travel Expense Report prior to the actual trip, go to the All My Travel Requests tab from the My Trips and Expenses overview screen and click on Create in the Expense Report column next to the trip number of the trip you are requesting reimbursement. This option will only be available once the Travel Request is approved and posted to FI.



The Create Expense Report process will start as usual.

Select schema and click start.



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Typically, nothing will be changed on the General Data screen.

Go to the Enter Receipts screen



- 1) Adjust the Estimated Cost amount in the "receipt amount" column This amount should be reduced by the amount being prepaid; otherwise, commitments will be overstated in Funds Management
- 2) Click on New Entry and select the appropriate Expense Type for the prepaid (Conference Registration in this example). Enter information as required for the Expense Type.
 - NOTE: To set up for payment to a third party, you must make the appropriate selection from the drop down menu. In this case "X:Pd direct to vendor-Conf Re" Selections that do not begin with "X" will result in payment to the traveler, not the third party.



When receipt entry is complete, click Accept, click Review, and Save & Send for Approval to submit the Expense Report to workflow.

Make sure to complete your "Direct Payment Request Form" and submit it with all applicable registration documents to the Accounts Payable Department for processing.

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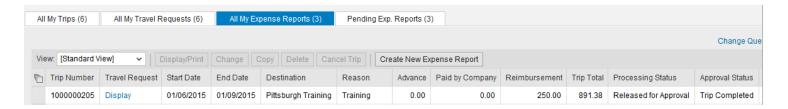
EXAMPLE 2

Hotel (\$384) has been paid for by the traveler prior to the trip and will be reimbursed to the traveler

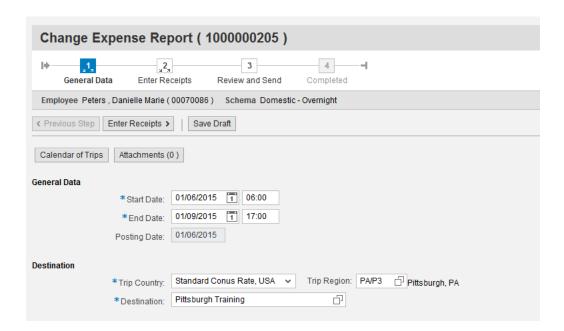
Since an Expense Report was already started to pre-pay the Conference Registration, we will just Change that Expense Report.

Start by going to the All My Expense Reports tab from the My Trips and Expenses overview screen and click on the applicable line to select to appropriate trip number.

This will highlight the desired line.



Click "change" to open document for entry.



Go to the Enter Receipts screen

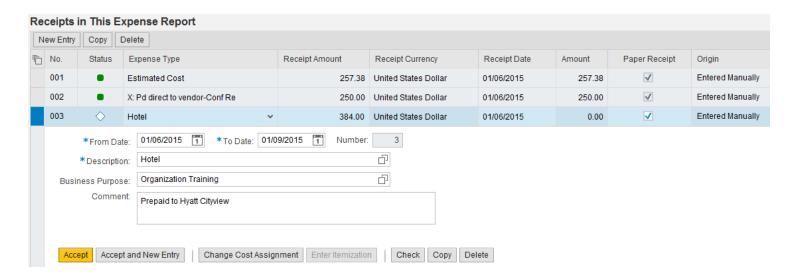
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- 1) Again, adjust the Estimated Cost amount This amount should be reduced by the amount being prepaid; otherwise, commitments will be overstated in Funds Management;
- 2) Do not make any changes to the receipt for Conference Registration as the Travel Expense Report is building upon itself;
- 3) Click on New Entry and select the appropriate Expense Type (Hotel in this example). Enter information required for the Expense Type. The comment section can be used to enter the hotel name and any other pertinent details.



4) When satisfied with data entered, click Accept, Review and Save and Send for Approval.

Remember to initial and date your original receipt(s) and at any time during the process, you MUST upload your receipts as attachments.

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Revised: 12/2014