

How to review your expected reimbursement

Your expense reconciliation may contain both UA Travel Card expense (paid directly with University funds) and out-of-pocket expense (paid with your personal funds). The amounts displayed at the bottom of your expense report reflects total for all expenses added to your expense report - total amount all expenses - total requested all expenses paid by UA.

1. Click the **Details** dropdown menu and select **Totals**. The Report Totals window appears.

2. In the Expense Report section:

- The **Report Total** is the sum of *all* of the expenses added to this expense report.

- **Less Personal Amount** reflects expenses marked as Personal Travel Charges, such as meals paid for using your Travel Card. This amount is deducted from your reimbursement request.

3. In the Company Disbursements section:

The **Amount Due Employee** is how much you are requesting for reimbursement from UAF. It also includes the deduction of Personal Travel Charges, as noted in the Less Personal Amount total.

If you owe money to UAF, this amount would be zero, and the amount you owe would appear under the Employee Disbursements section as Amount Owed Company.

4. In the **Employee Disbursements** section: This amount is owed to the University by you and will be processed as a payroll deduction

5. **Total amount expected to hit funding source:** Amount Due Employee + Amount Due UA Travel Card + Amount Due Travel Agency Card + Amount Due UA Travel Card = Total Amount charged to allocated funding.

CNSM Division of Research (CDR)

The screenshot shows a 'Report Totals' window with the following data:

Expense Report	
Report Total :	\$3,637.48
Less Personal Amount :	\$67.81
Amount Claimed :	\$3,569.67
Amount Rejected :	\$0.00

Company Disbursements	
Amount Due Employee :	\$295.19
Amount Due UA Travel Card :	\$98.64
Amount Due Pre-paid by University :	\$3,175.84
Total Paid By Company :	\$3,569.67

Employee Disbursements	
Amount Owed Company :	\$0.00
Total Owed By Employee :	\$0.00

Annotations in the image:

- A purple box highlights 'Less Personal Amount' and 'Amount Rejected' with the text: "Expenses marked as Personal Travel Charges, such as meals offset paid with UA travel Card. Amt deducted from reimbursement".
- A green box highlights 'Amount Due Pre-paid by University' with the text: "Procard, Agency Lodge card".
- A red box at the bottom contains the formula: "Total paid by Company minus Pre-paid by University = Expenses charged to funding".
- A red arrow points to the 'Total Paid By Company' value.