Report Approved: Sent for Payment

Once the Report is fully approved in Concur, the reconciliation and reimbursement processes are managed in Banner. UA staff must use Banner to check the status of an issued reimbursement check and verify the correct funding is charged.

1. The Processor (travel auditor) at the traveler’s home campus approves the Report for payment (see “Appendix F: Back Office Guide” of the Travel Admin Manual for more information)
2. The Report is included in the nightly Concur extract which pulls the financial transactions from that day
3. UA computer program runs the next morning from the nightly extract
   a. Creates invoices in Banner to reimburse travelers from a general ledger due to/due from account (101010-0469)
   b. Creates JVs to post transactions to
      i. Department operating accounts – Records activity against the fund-org-account-activity code as assigned on the Report
      ii. Travel card general ledger account (101010-0611) – Records activity on the agency and travel cards
      iii. Money owed general ledger account (101010-0469) – Records money UA owes the traveler or money the traveler owes UA
      iv. Travel advance general ledger account (campus fund one-0256) – Records issued Cash Advances
   c. Exclude expenses with Payment Type “Prepaid by University” as reconciliation of these expenses happens through another accounting process
4. Amount owed UA is processed
   a. Total Owed by Employee is repaid to general ledger account 101010-0469
      i. Outstanding amount owed by an employee is collected via payroll deduction
         1. The amount owed is not deducted from payroll until the second pay period following Report approval
         2. While we cannot split the repayments, the delay provides additional time for employees to set aside funds to cover the deduction
      ii. Outstanding amount owed by a non-employee, traveler remits repayment via their campus Bursar’s Office
         1. Payment must deposit to 101010-0469 to clear the outstanding amount owed
         2. DO NOT have the traveler remit repayment to the trip’s funding or another general ledger
         3. If payment is remitted to funding other than the appropriate general ledger, the department must JV the amount to 101010-0469
Reimbursements

Reimbursement is made to the traveler within 15 days after receipt of a properly completed and approved Report. (R05.02.060(15)(d))

Reimbursement payments are issued either through direct deposit or a physical check. Alaska.edu account holders can (and should) enroll in direct deposit for travel reimbursements in UAOnline under the Finance tab. Enrollment in payroll direct deposit does not enroll an individual in travel direct deposit.

1. Direct deposits on travel payments generally take 2-3 business days to fully process through the banks (from the time payment is issued to the time the funds are available in the traveler's account)
   a. Cannot process a stop pay on direct deposit once it posts in Banner
   b. If the bank account is no longer active, Statewide must wait for the bank to decline the deposit before reissuing reimbursement
2. Physical checks are mailed from Statewide
   a. Checks are mailed to the most recent AP, HR, or MA address in Banner (whichever is newest), not the address in Concur
   b. Check issuance follows the Statewide check run schedule
   c. Departments must submit stop pay requests directly to Statewide