

**University of Louisville  
Travel Advancement Reconciliation Form**

Employee ID# 1234567

Date: April 25, 2013

Name: Joe Smith  
 Address: 1234 Main St.  
Louisville, KY 40208  
 \_\_\_\_\_  
 \_\_\_\_\_

Invoice # ca042013smithj  
 Department: Marine Biology

**CHARGE:**

Account	Fund	Dept ID	Program	Proj/Grant	Amount
535411	1000	1110000256	01234		\$1,375.00
535211	1000	1110000256	01234		\$125.00
535413	1000	1110000256	01234		\$1,000.00

Total Charge: \$2,500.00

**CREDIT:**

Account	Fund	Dept ID	Program	Proj/Grant	Amount
155120	1000	1110000256	01234		\$2,500.00

Total Credit: \$2,500.00

Clear All Fields

Amount Due Employee: \_\_\_\_\_

Amount Due the University: \_\_\_\_\_

## Instructions for Travel Advancement Reconciliation Form

Step 1: Complete a regular Travel Voucher form as normal as though no advance related to the trip.

Step 2: Complete the Travel Advancement Reconciliation Form and attach to Travel Voucher. The following are the instructions:

Employee ID#: Employee ID number of the traveler

Name: Name of the traveler

Home Address: Home address of the traveler

Date: Today's Date

Invoice #: Drop the "ADV" that was listed on the original advancement request. (ex. If original advance was coded to "ADVCA042013SMITHJ", your new invoice number would be "CA042013SMITHJ")

Dept. Name: The department making the request

Charge Section: Transfer the expense coding from the Travel Voucher to the reconciliation form. You will also need to list: fund code, department ID number, and project/grant (if applicable). Make sure the "Total Charge" amount equals the amount of the Travel Voucher total charges. If any money was left from the advance, please deposit at the Bursar's Office using a Transmittal Sheet and always code remaining funds to the original speedtype/155120.

Credit Section: If there was money remaining and it was deposited at the Bursar's office, the "Total Credit" amount will equal the amount of the original advance less the amount that was deposited (which should equal the amount of "Total Charges"). If there was no money left over, the Total Credit amount would equal the amount of the original advance. If we owe the traveler additional funds (i.e. their expenses were more than the original advance amount), the Total Charges amount will be more than the Total Credit amount.

Amount Due Employee or Amount Due the University: Choose the applicable line and enter the amount – if your advancement was the exact same total as your expenses, leave these lines blank.

\*Attach the Advancement Reconciliation form to the Travel Voucher with all corresponding documentation, and send to the Controller's Office. Also attach a copy of the Bursar Transmittal Sheet if you had a deposit.

**DO NOT SENT PERSONAL CASH OR CHECKS TO THE CONTROLLER'S OFFICE.**