Report Approved 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
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, Systems Office must wait for the bank to decline the deposit before reissuing reimbursement
2. Physical checks are mailed from the Systems Office
   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 Systems Office check run schedule
   c. Departments must submit stop pay requests directly to the Systems Office

Wire Transfers

It is our understanding that banks in the EU, South Korea, and Japan will accept checks for deposit from UA. If a traveler is unable to deposit a UA issued check into their bank account, there are two alternative reimbursement options.

1. Have the traveler sign up for direct deposit in UAOnline using a US bank account (our finance system does not support direct deposit to foreign bank accounts)
2. Request a wire transfer of the reimbursement

If requesting a wire transfer

1. In the Report Header, the user includes a comment in bold letters requesting a wire transfer

   Entered By Kari Mellmer: IMPORTANT! PLEASE BE AWARE THAT WE NEED TO WIRE TRANSFER THESE FUNDS TO DANIELA! I WILL BE SENDING BRITTANY HOCK THE OUTGOING WIRE TRANSFER FORM

2. Follow the traveler's home campus's process for requesting a wire transfer
   a. Fill out and submit the wire transfer form via **fax** to the appropriate office
   b. DO NOT attach to Concur a completed wire transfer form (the form contains sensitive banking information)
3. The Processor marks the Report to remain an open invoice after payment approval
4. The campus works with Systems Office Cash Management to issue reimbursement via wire transfer

The wire transfer reimbursement process takes longer than standard reimbursements since there are extra moving parts involved. We can and should still offer this reimbursement method to our international travelers. However, please set reasonable expectations with the traveler on when they should receive the monies.

Payment to a Third-Party Vendor

Rarely, the travel reimbursement check requires issuance to a vendor other than the traveler such as a native organization or another university.

> Example: A guest traveler from the University of Calgary (UC) conducts business travel for UA. UC directly pays for the registration and lodging approved on the trip Request. Instead of sending the registration and lodging reimbursement to the traveler, they request UA directly reimburses UC for the expenses.

Note: The third-party vendor is an organization and not another individual. If an authorized individual other than the traveler needs payment, reimbursement is processed under that individual's approved travel. Otherwise, the traveler is responsible for reimbursing the other individual.

The traveler and/or delegate must work with the traveler's home campus to issue travel payments to a third-party vendor. The campus generally needs the following:

1. Information to create a vendor ID for the third-party if one does not already exist; in most cases, UA requires a W9 for the vendor
2. The financial contact for the vendor in the event there are issues with the reimbursement check (e.g. returned check)
3. Clarification from the vendor if they need any additional information with/on the check (e.g. funding source, Report summary, etc.)
4. Attached to the Report, direct communication from the traveler agreeing to the distribution of their travel reimbursement to the third-party

Once those steps are complete and the Report is ready for submission

1. In the Report Header, the user includes a comment in bold letters requesting payment to a different vendor
2. The Processor marks the Report to remain an open invoice after payment approval
3. Report is included in the nightly Concur extract and invoices created in Banner
4. Campus staff member with access to key invoices in Banner form FAAINVE completes the travel payment invoice by entering the third-party's vendor ID