

Cash Advance Reconciliation Directions

Dear University employee or student,

You are receiving a cash advance from the University of Hartford. The following are directions for completing your cash advance reconciliation:

- Complete a Travel and Expense Voucher (TEV) form and submit it to Financial Accounting Services (FAS) within 30 days of the completion of travel, or the date the expense was incurred.
- The TEV form and instructions can be found on the University's forms website:
<https://ned.hartford.edu/forms/forms.htm>
- Include the full cost of the trip, such as travel expenses, registration fees, meals, hotel, etc., not just the expenses paid for using the cash advance
- When completing the TEV, please include the original cash advance check number and amount on the TEV where indicated
- Original, itemized receipts for all expenses need to be submitted with the TEV
- Expenses must be in compliance with University policies, which can be found on the University's policies website: <https://ned.hartford.edu/forms/policies.htm>
- The accounting distribution on the TEV must be the same as for the original Cash Advance Request (fund/org and account)
- **Return of Funds: If the full cash advance is not used, the remaining funds should be deposited through SASC to the 1TRV travel account line 10100-21650 (FAS cannot accept checks or cash payments). A copy of the deposit slip should be submitted with your TEV**
- If a refund is due to you, please allow approximately 7 business days for the cash advance TEV to be audited, reviewed and entered for payment
- Please make a full copy of the TEV for your records before submitting to FAS

Please note, late submission may jeopardize future cash advances to the individual and the department. Late submission may also result in the cash advance being considered taxable income to the individual.

If you have any questions, or need assistance, please contact your Accounts Payable Specialist:

Last Name A-I: Lola Szydlo, Szydlo@hartford.edu x5107

Last Name J-Z: Cheryl Davis, Chedavis@hartford.edu x4897