

Reconciling an Advance

Advances must be reconciled within 60 days from the end date of the trip or event specified on the advance request.

1. Select REIMBURSEMENT from the left navigation.
2. **REQUEST INFORMATION**
 - Choose Approval Path (you may see only one path).
 - Select Payee. Administrative Initiators will see the names of individuals for whom they can prepare a request.
 - Enter a contact name and phone number.
3. **PAYEE INFORMATION**
 - The "remit to" will default to the payee's direct deposit (ACH) information; or enter a new address if necessary, or preferred destination for checks.
4. **INVOICE INFORMATION**
 - Select the appropriate advance from the drop down menu.
 - Enter a brief explanation in the Detailed Description field.
5. **EXPENSE/ACCOUNT DETAIL INFORMATION**
 - Enter and validate your chartfield information.
 - Click the + to add another row.
 - Enter the Total Amount you are requesting.
 - The system will automatically subtract the advance amount from your total expenses
6. **DISTRIBUTION INFORMATION**
 - *If total expenses are greater than the advance amount* enter the amount to be sent directly to you and/or the amount to be credited to your NYU Corporate card.
7. **SUPPORT DETAIL INFORMATION**
 - Select the appropriate breakdown sheet(s) and detail expenses accordingly.
 - Travel; Business Meals and/or Miscellaneous
8. Click **PREVIEW** to review your request before submitting it. Or, click **SAVE** to save your request for submission at a later time.
9. **PREVIEW & SUBMIT** (not pictured)
 - Review the information you have entered. Click **BACK** to edit.
 - Attach all supporting documentation
 - Click the folder icon to select the appropriate file and enter a brief description
 - Click **SUBMIT** when the request details are complete then click OK to confirm.

If your total expenses are less than the advance amount, you must reimburse the difference. Print the barcode sheet and send to Accounts Payable with a personal check payable to New York University.

MAIN MENU

EMPLOYEE

ADVANCE

REIMBURSEMENT

SEARCH

EMPLOYEE REIMBURSEMENT PREVIEW & SUBMIT

REQUEST INFORMATION

Approval Path: NYU Department Path Request #: NEXT

Payee: Violet Bobcat Prepared By: Violet Bobcat

Contact Name: NYU User Phone: 212-998-xxxx

PAYEE INFORMATION

Vendor ID: 0000000000 Address 1: NYU DIVISION

Vendor Name: Violet Bobcat Address 2: 105 E.17th Street, 4th Floor

Remit To: DIRECT DEPOSIT #1 Address 3:

Address 4:

City: NEW YORK State: NY Zip: 10003

INVOICE INFORMATION

Budget Period: 2015 Outstanding Advance: #123 / \$500

Detailed Description:

EXPENSE / ACCOUNT DETAIL INFORMATION							DISTRIBUTION INFORMATION	
+	ACCOUNT	FUND	DEPT ID	PROGRAM	PROJECT	AMOUNT		
	12660					- 500.00	Remit to Employee	0.00
						500.00	Remit to Corporate Card	0.00
TOTAL EXPENSES						500.00		
TOTAL ADVANCE						- 500.00		
GRAND TOTAL						0.00		

SUPPORT DETAIL INFORMATION

Travel	Business Meals	Miscellaneous	SUPPORT TOTAL
0.00	0.00	0.00	0.00

For additional information visit the [Employee Reimbursement & Advances](#) page on FinanceLink.