



AP315A

Online Expense Processing

Instructor Led Training



Revision History

Revision Date	Summary of Changes
3/1/2025	Updated applicable slides with reference information to the new Job Aids (AP315A_Creating a Travel Authorization, AP315A_Creating a Cash Advance, and AP315A_Creating and Managing an Expense Report).



Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

This course, and the supplemental resources listed below, are located on the Cardinal website (www.cardinalproject.virginia.gov) under Learning.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web-based training course materials
- Job aids on topics across all functional areas

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.



Course Objectives

After completing this course, you will be able to:



Understand travel and expense key concepts



Create, submit, update, and view expense transactions in Cardinal



Agenda

1

Processing Employee Expenses Overview

2

Travel Authorizations

3

Cash Advances

4

Expense Reports



Lesson 1: Introduction

1

Processing Employee Expenses Overview

This lesson covers the following topics:

- Overview of the Accounts Payable Module
- Key Expense Concepts in Cardinal
- Overview of the Employee Profile Tabs
- Overview of the Proxy Role



Accounts Payable Overview

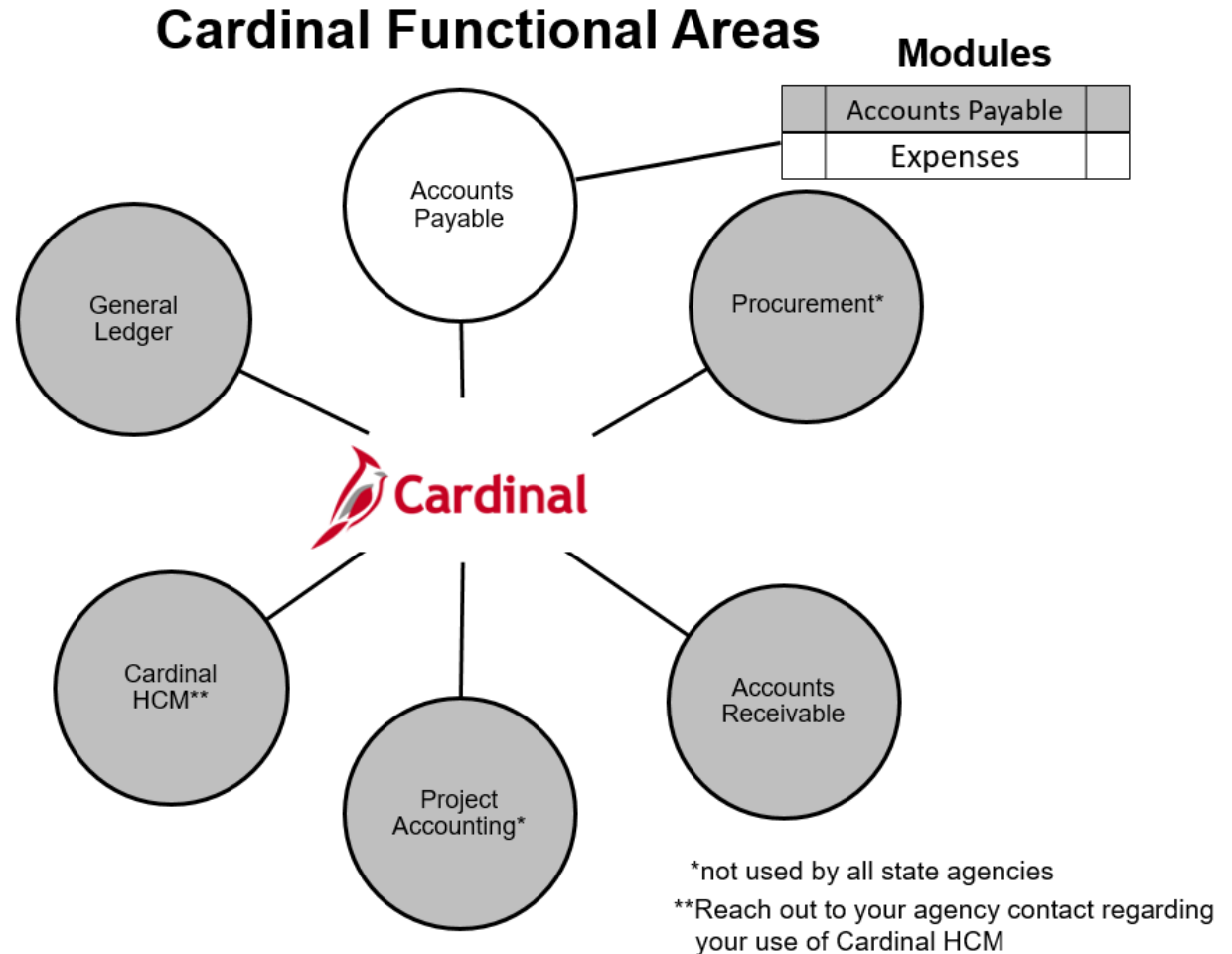
The Accounts Payable functional area of Cardinal is composed of two modules:

Accounts Payable

The Accounts Payable (AP) module processes payments to suppliers for goods and/or services received.

Expenses

Payments to employees for non-salary related items (i.e., travel and other business expense reimbursements) are made through the Expenses module.





Key Expense Concepts in Cardinal

Some key concepts in processing travel and expenses include:

- **Employee Expenses:** In Cardinal, all non salaried payments to agency employees (e.g., cash advances and travel expense reimbursements) are made through the Expenses module. Employees are not set up as suppliers. The Accounts Payable module (which includes Petty Cash) is used only to pay suppliers
- **Employee Profile Update:** A profile must exist for an employee prior to an employee being reimbursed. It contains important organizational data such as business unit, department, and default ChartFields. Employee Profile information is automatically created from the data entered in Cardinal HCM. The Profile also contains Electronic Data Interchange (EDI) banking information if applicable. EDI information is added/updated through a daily interface from the Cardinal HCM
- **Accounting Distribution:** ChartField string that defines how a transaction is charged (i.e., which fund, account, program, department, etc.)
- **Proxy/Authorized User:** In Cardinal, a proxy (proxies) is assigned to enter or modify employee expense transactions. Most employees will have proxies other than themselves who will enter and process most of their expense related transactions
- **Expense Allowances:** Cardinal is configured to include State allowable amounts for lodging, meal per diem, and even mileage rates. When a Travel Authorization or Expense Report is entered, Cardinal applies those rates and assists with validations and calculations





Key Expense Concepts in Cardinal (continued)

- **Attachment Capability:** In Cardinal, attachments (such as scanned receipts) can be added to Travel Authorizations, Cash Advance requests, or Expense Reports. The agency may elect to allow those attachments to be used as substantiation of requests submitted for approval. However, electronically attached documents do not alter any original document retention requirements, per Federal (Government Accountability Office, Yellow Book, etc.), State (Auditor of Public Accounts, Department of Accounts, etc.), or local regulatory requirements that may apply. If an error is experienced when trying to open an attachment, try saving the file and opening it locally. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the **Appendix** section of this course
- **Applying Cash Advances:** The expenses user, applies any Cash Advances to the employee against the related Expense Report that is filed after the travel is completed. Cardinal then calculates the amount owed back to the employee or the amount owed to the Commonwealth
- **Workflow:** Workflow routes items to the designated approver(s) worklist and describes the path of approvers required for an item to continue being processed in Cardinal
- **Payment Cash Checking:** A process that ensures all payments, including vouchers, employee expenses, and cash advances, are checked against available cash before being released for payment each night



Employee Profile – Employee Data Tab

An employee profile must exist in Cardinal for an employee to be reimbursed for travel and business-related expenses.

The Employee Profile **Employee Data** and **Organizational Data** tabs are populated from data that is synced from Cardinal HCM.

The **Employee Data** tab contains the employee’s name, address and mailing address. This information is populated from the Personal Data information in Cardinal HCM.

FavoritesMain MenuTravel and ExpensesManage Employee InformationUpdate Profile

Employee DataOrganizational DataUser Defaults

Employee Information

*Last Name

*First Name

Telephone

Employee Base:

Home

Office

*Personnel Status

Employee

Payments Sent To:

Home Address

Mailing Address

Phone Number

	*Phone Type	*International Prefix	*Phone	Extension	Description		
1						+	-

Home Address

Country

USA

United States

Address 1

Address 2

eVA VLIN

eVA Address ID

City

RICHMOND

County

Postal

99999

State

VA

Virginia

Mailing Address

Country

Address 1

Address 2

eVA VLIN

eVA Address ID

City

County

Postal

State



Employee Profile – Organizational Data Tab

The Employee **Organizational Data** tab contains the employee's Status, Hire Date, Business Unit, and Department.

It also contains the **Default ChartField Values** for the employee. These values default on expense transactions but can be changed as appropriate for Travel Authorizations or Expense Reports.

Note: They cannot be updated on a Cash Advance.

This page can only be viewed and updated by individuals with the **Employee Profile Sync Maintenance** role for Statewide agencies.

Favorites ▾Main Menu ▾>Travel and Expenses ▾>Manage Employee Information ▾>Update Profile

Employee DataOrganizational DataUser Defaults

Expenses Processing DataFind | View AllFirst1 of 1Last

Valid for ExpensesYesReason for StatusPassed All Validation Edits

☒ Default Profile
☐ Ignore Authorized Amounts
☐ Ignore Group Location Amounts
Per Diem Amount TypeActive Amounts ▾

HR Information

Employee StatusActive ▾

Hire Date06/04/2007 ⓘ

*GL Unit15100 ⓘDepartment of Accounts

*Department95200 ⓘFinancial Reporting

Hours Per Period☒ Use Business Unit Default

Supervisor Information

*ID ⓘ

Name

Default ChartField ValuesPersonalize | Find | ⓘ | ⓘFirst1 of 1Last

Default ChartField Values ⓘ

*GL Unit	Fund	Program	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2
15100 ⓘ	01000 ⓘ	737004 ⓘ	ⓘ	ⓘ	ⓘ	ⓘ	ⓘ	ⓘ

Cash Advance Level

☒ Business Unit5,000.00 USD
☐ Specific Amount
☐ None



Expense Transactions Approval Routing

The **Supervisor Information** section on the Employee Profile is populated based on the **Reports To** field in Cardinal HCM on the **Job Data** page. This is the person that the expense transactions will route to for approval.

If your agency does not want the person in the **Reports To** position to serve as the expense Approver, a Help Desk ticket must be submitted to vccc@vita.virginia.gov with “Cardinal AP” in the subject line to request a bypass of the expense routing process. The Cardinal PPS team will work with the agency to set up an option to bypass the **Reports To** populated from **Job Data** and go to the designated individual for the agency.

Work LocationJob InformationPayrollSalary PlanCompensation

Empl ID

Employee

Empl Record 0

Job Information Details ?

Effective Date06/10/2024

Effective Sequence0

HR StatusActive

Payroll StatusActive

ActionPay Rate Change

ReasonFY25 Statewide Increase

Job IndicatorPrimary Job

Go To Row

Current

Job Code19092

Human Resource Analyst II

Entry Date02/05/2018

SOC Code13-1079

Supervisor LevelE

Employee

Supervisor NameJOHN DOE

Reports ToDLI00217View Current IncumbentsDirector of Human ResourcesJOHN DOE

Regular/TemporaryRegular

Full/PartFull-Time

Empl ClassClassified

*Officer CodeNone

Supervisor Information

*ID

NameDOE, JOHN



Overview of the Proxy Role

Proxies are users who are authorized to enter and update expense transactions on behalf of specified employees. In Cardinal, you must be a proxy (authorized user) to create, update, or view expense transactions for an employee, including yourself.

A proxy is not a Security role so it does not require a Cardinal Security form. It is set up by a user who has the Expenses Processor role (V_AP_COVA_EXPENSES_PROCESSOR) for Statewide agencies.

Some agency employees may serve as proxies for themselves and create their own expense transactions. In other instances, one or more employees may serve as proxies for other agency employees. Only proxies can access expense transactions.

Agencies' policies and procedures determine how the expense information is provided to the proxy for their employees. Most employees will have a proxy to enter expenses on their behalf.

Proxy



Lesson 1: Summary

1

Processing Employee Expenses Overview

In this lesson, you learned:

- An overview of the Accounts Payable Module
- Key Expense Concepts in Cardinal
- An overview of the Employee Profile Tabs
- An overview of the Proxy Role



Lesson 2: Introduction

2

Travel Authorizations

This lesson covers the following topics:

- Overview of Travel Authorizations
- Creating and Submitting a Travel Authorization
- Overview of Travel Authorization Approval and Withdrawal
- Viewing and Withdrawing a Travel Authorization
- Overview of Updating, Canceling, and Deleting Travel Authorizations



Travel Authorizations Overview

Travel Authorizations are typically used as a means of approving employees' plans to travel and/or incur other business-related expenses. It does not create a financial transaction (no information is posted to the General Ledger).

Here are some key points to consider:

- Commonwealth and agency policy determine when and if a Travel Authorization is required
- Agencies are not required to enter Travel Authorizations in Cardinal. Alternative procedures may be used to authorize travel and other business-related expenses
- When a Cardinal Travel Authorization is used, it must be entered and approved in advance of the proposed travel. Travel Authorizations can only be entered and approved **before** the begin date of the proposed travel
- Travel Authorizations can be used to document approval of non-travel expenses such as education
- Details from a Travel Authorization can be copied into the Expense Report, so the same information does not have to be entered



Travel Authorizations Overview (continued)

- If an employee is eligible and requests a Cash Advance, one can be entered with the Travel Authorization. The Travel Authorization contains a link to create a Cash Advance. When a Cash Advance is created using the link in the Travel Authorization, it is still a separate transaction and follows its own approval path
- Travel documents can be attached (such as reservation or flight confirmations) to the Travel Authorization to assist with online approvals. However, electronically attached documents do not alter any original document retention requirements, per Federal (Government Accountability Office, etc.), State (Auditor of Public Accounts, Department of Accounts, etc.), or local regulatory requirements. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the **Appendix** section of this course
- When entering a Travel Authorization, record all expenses related to the trip, including any that are direct billed to the agency or paid by a third party. They are still part of the total cost of travel and are used for approval routing and tracking purposes, even if they are not reimbursable to the employee



Creating a Travel Authorization

To create a Travel Authorization, access the **Travel Authorization** page, using the following path:

Main Menu > Employee Self Service > Travel and Expense Center > Travel Authorizations > Create/Modify

Travel Authorizations can be created through manual entry, using a Template, or an existing Travel Authorization for the employee.

When charging to a **Project**, the **PC Bus Unit**, **Project**, and **Activity** fields must all be populated appropriately.

SpeedTypes may be used to auto-populate ChartFields on each distribution line if the default accounting distribution needs to be updated. SpeedTypes are generally defined for frequently used accounting distribution combinations to increase data entry efficiency and accuracy.

For details on creating an Expense Template, see the Job Aid titled **AP315_Creating an Expense Template**. It is located on the Cardinal website in **Job Aids** under **Learning**.

For details on creating a Travel Authorization, see the Job Aid titled **AP315A_Creating a Travel Authorization**. It is located on the Cardinal website in **Job Aids** under **Learning**.



Viewing the Travel Authorization Status

To view a Travel Authorization, access the **View Travel Authorization Details** page using the following path:

Main Menu > Employee Self Service > Travel and Expense Center > Travel Authorizations > View

Any proxy assigned to an employee can view the travel authorization after it has been saved or submitted.

Even though these transactions can be created together, they will still route separately for review and approval.



Overview of Travel Authorization Approval Routing and Withdrawal

Cardinal workflow routes the Travel Authorization to the appropriate approver's worklist. If more than one approval is required, the Travel Authorization automatically routes through the appropriate levels.

Once the Travel Authorization is submitted, it can only be modified by clicking the **Withdraw Travel Authorization** button when it is in submitted for approval status or when it is sent back by the approver.

The approver may approve, deny, or send the authorization back for updates. If the request is not approved, Cardinal requires the approver to provide comments explaining why.

If an approver denies a request, it cannot be modified and should be deleted.





Updating, Canceling, and Deleting a Travel Authorization

A Travel Authorization can be updated if:

- It was saved and needs to be completed
- It was withdrawn after submission, but before the approver has taken action
- It was sent back by the approver and changes are required

A Travel Authorization can be cancelled if:

- It has been approved and is not associated to an Expense Report. The Travel Authorization will show a status of “Closed”. For example, it can be cancelled if an employee’s trip is canceled after approval. Canceled Travel Authorizations are not deleted from Cardinal and can still be viewed

A Travel Authorization can be deleted if:

- It has not been submitted
- It has been canceled
- It was returned or denied by the approver

Note: Deleted Travel Authorizations cannot be viewed.

For more detailed information on updating, canceling and deleting Travel Authorizations, see the Job Aid titled **AP315_Updating and Deleting Expense Transactions** located on the Cardinal website in **Jobs Aids** under **Learning**.



Lesson 2: Summary

2

Travel Authorizations

In this lesson, you learned:

- An overview of Travel Authorizations
- How to Create and Submit a Travel Authorization
- How to View and Withdraw a Travel Authorization
- An overview of Approval Processing and Withdrawal
- An overview of Updating, Canceling, and Deleting Travel Authorization



Lesson 3: Introduction

3

Cash Advances

This lesson covers the following topics:

- Overview of Cash Advances
- Creating and Submitting a Cash Advance
- Overview of Viewing, Updating, and Deleting a Cash Advance



Overview of Cash Advances

An employee can request a cash advance for travel and other business expenses, in accordance with State and agency policy. Agency employees are not suppliers, and cannot be paid via regular voucher, including Petty Cash.

While the **Create Travel Authorization** page contains a link to access the **Create Cash Advance** page, the Cash Advance is a separate request from both the Travel Authorization and Expense Report and has a separate approval process.

The distribution for Cash Advances comes from the ChartFields set up on the Employee Profile. The distribution is not visible on the **Create Cash Advance** page and therefore cannot be modified. Modifications should be made on the Employee Profile and would require coordination with the individual(s) who have the Employee Profile Sync Maintenance role in Cardinal.

Employees receive approved advances by check or deposit to their bank accounts. Employee bank account information is uploaded into Cardinal Financials from Cardinal HCM daily and can only be viewed by the Department of Accounts (DOA) EDI Coordinator.

To create a cash advance not associated with a Travel Authorization, access the **Create Cash Advance** page using the following path:

Main Menu > Employee Self Service > Travel and Expense Center > Cash Advances > Create/Modify

See the Job Aid titled **AP315A_Creating a Cash Advance** for more details. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.



Viewing the Cash Advance Status

Once a cash advance submitted, proxies for the employee can view the status on the **View Cash Advance Report** page. Access this page using the following path:

Main Menu > Employee Self Service > Travel and Expense Center > Cash Advances > View

The **Approval History** section, at the bottom of the page, provides a history of the submission, approval(s), and payment. Completed actions are marked with a green checkmark.



Updating and Deleting a Cash Advance

If necessary, an existing Cash Advance can be updated by the proxy if it has been:

- Saved, but not submitted for approval
- Withdrawn from approval after submission, but before the approver has taken action
- Sent back by an approver

A Cash Advance can be deleted if it has been:

- Saved but not submitted for approval
- Sent back by the approver
- Denied by the approver

A deleted cash advance cannot be viewed.

For more detailed information about updating and deleting a cash advance, see the Job Aid titled **AP315_Updating and Deleting Expense Transactions** located on the Cardinal website in **Jobs Aids** under **Learning**.



Lesson 3: Summary

3

Cash Advances

In this lesson, you learned:

- An overview of Cash Advances
- How to Create and Submit a Cash Advance
- An overview of Viewing, Updating, and Deleting a Cash Advance



Lesson 4: Introduction

4

Expense Reports

This lesson covers the following topics:

- Creating and Submitting an Expense Report
- Viewing an Expense Report
- Overview of Expense Report Budget Checking and Approval
- Overview of Updating and Deleting an Expense Report
- Running the Expenses in Process Query



Overview of Creating and Submitting an Expense Report

To access the **Expense Report** page, use the following path:

Main Menu > Employee Self Service > Travel and Expense Center > Expense Reports > Create/Modify

The **Create Expense Report** page displays. The **Create Expense Report** page contains data similar to the **Create Travel Authorization** page.

An Expense Report can be created in any of the following ways:

- Using an Expense Template
- Copying from an Approved Travel Authorization
- Copying from a previous Expense Report

For details on creating an Expense Template, see the Job Aid titled **AP315_Creating an Expense Template**.

For details on creating an Expense Report manually, copying from a Travel Authorization, or previous Expense Report, see the Job Aid titled **AP315A_Creating and Managing Expense Reports**.

For important tips on creating online Expense Reports, see the Job Aid titled **AP315A_Tips for Entering Employee Expenses – Online Agencies**.

All the above noted Job Aids are located on the Cardinal website in **Job Aids** under **Learning**.



Rental Car Expense Type – Non-Preferred

If the preferred rental agency was not used, select the **Non-Preferred** button and follow the steps below:

- A blank field displays
- Enter the rental car Merchant name in the field
- Tab out of the field
- A comment icon displays next to the field
- Click the comment icon
- The **Preferred Merchant Explanation** pop-up window displays:
 - In the **Non-Preferred Justification** drop-down menu select **Other** (this is the only selection)
 - In the **Other** field (holds a maximum of 60 characters), provide a brief explanation for the reason for the using the Non-Preferred merchant.
 - Click the **OK** button to return to the expense report

The screenshot shows the 'Expenses' form with the following details:

- Date:** 10/17/2019
- Expense Type:** Rental Car
- Description:** rental car - travel to team meeting
- Payment Type:** Check
- Amount:** 35.00
- Currency:** USD
- Billing Type:** Billable
- Merchant:** ☐ Preferred ☒ Non-Preferred
- Merchant Name:** Hertz
- Accounting Details:** Chartfields
- Default Rate:** ☒ Non-Reimbursable: ☐ No Receipt: ☐
- Exchange Rate:** 1.00000000
- Base Currency Amount:** 35.00

The 'Preferred Merchant Explanation' pop-up window is displayed with the following information:

- Expense Report**
- Preferred Merchant Not Selected**
- Report ID:** 0000248394
- Message:** A non-preferred merchant was selected for the Rental Car expense on line 1. Please provide an explanation as to why.
- Non-Preferred Justification:** Other
- Other:** no cars available - approved by T Super
- OK** button



Viewing an Expense Report Status

Users can view the status of an Expense Report any time after it has been saved or submitted using the **View** menu or by accessing the **View Expense Report** page using the following path:

Main Menu > Employee Self Service > Travel and Expense Center > Expense Reports > View



Overview of Expense Reports Budget Checking and Approvals

Once an Expense Report has been submitted, it will go through budget checking and approval processing.

- Expense reports are checked against the budget(s) established for the related accounting entries. If an expense report exceeds the budget, additional administrative action may be required. Budget checking is done by Cardinal approximately every 2 hours during the day and once overnight. The approver can view the budget check results when reviewing the report for approval
- Approvers do not have to wait for the budget check process to run. In Cardinal, once an Expense Report is submitted, the approver can access it, manually run budget check, and then approve it. For more detailed information about the expense approval process, see the course titled **AP317_Approving Employee Expenses** located on the Cardinal website in **Course Materials** under **Learning**
- The approver(s) may approve, deny, or send back the Expense Report
- If the Expense Report is sent back or denied, the approver is required to enter comments to indicate the reason(s) for the it being sent back or denied
- Denied expense transactions cannot be updated and should be deleted
- Approved Expense Reports are submitted for payment on a nightly basis in batch
- Employees receive payment in the same account that has been set up in Cardinal HCM on the **Request Direct Deposit** page as the Balance of Net Pay account



Updating or Deleting an Expense Report

If necessary, an existing Expense Report can be updated by the proxy if it has been:

- Saved but not submitted for approval
- Withdrawn from approval after submission, but before the approver has taken action
- Sent back by the approver

You can Delete an Expense Report if it has:

- Been Saved, but not submitted for approval
- Been sent back by the approver and will not be updated
- Not had a cash advance applied to it
- Been denied by the approver

Deleted expense reports cannot be viewed.

For more detailed information about updating and deleting an expense report, see the Job Aid titled **AP315_Updating and Deleting Expense Transactions** located on the Cardinal website in **Jobs Aids** under **Learning**.



Overview of the Expenses in Process Query

The Expenses in Process query (**V_AP_EXPENSES_IN_PROCESS**) is a great way to monitor expense transactions in Cardinal.

This query displays all Expense transactions (Cash Advances, Travel Authorizations, and Expense Reports) that are in process (Not Paid, Approved, Closed, or Reconciled) for a designated Business Unit. The query allows users to monitor and act on transactions, as needed.

Note: A user must be a proxy for the employee to be able to add, modify, close, or delete an Expense transaction for the employee.

- Travel Authorizations will display until they have been Cancelled or Approved
- Cash Advances will display as in process transactions until they have been Closed or Reconciled
- Expense Reports will display until they have been Closed or Paid

See the **Cardinal Accounts Payable and Expenses Reports Catalog** for more expenses related queries and reports. It is located on the Cardinal website in **Reports** under **Resources**.



Lesson 4: Summary

4

Expense Reports

In this lesson, you learned:

- How to Create and Submit an Expense Report
- How to View an Expense Report
- An overview of Expense Report Budget Checking and Approval
- An overview of Updating and Deleting an Expense Report
- How to Run the Expenses in Process Query



Course Summary

AP315A

Online Expense Processing

In this course, you learned:

- Key travel and expense concepts
- How to create, submit, update, and view expense transactions in Cardinal



Appendix

- Key Terms
- Allowed Extensions on Attachments in Cardinal
- Expenses Process Flows
- Flowchart Key



Key Terms

Cash Advance: A request made by an employee for an advance on an anticipated expense.

Employee Profile: Employee data that is set up and used to correctly route employee Travel Authorizations and Expense Reports through workflow for approval, and to send related payments to the correct mailing address or bank (if employee is set up for electronic payments). An Employee Profile must exist to process any expense transactions.

Expenses: Any costs incurred by employees related to business and reimbursed to employees. These reimbursements can be for travel or non-travel related expenses.

Expense Report: A report of expenses incurred by an employee. The report must include details of each expense. The details from the Travel Authorization (if applicable) can be copied into the Expense Report. If a Cash Advance was provided, the employee applies the amount of the Cash Advance to the Expense Report.

Expense Type: A field on Travel Authorizations and Expense Reports that identifies the category of expense. For example, some travel related expense types include **Lodging**, **Airline Travel**, **Lunch – Travel Day**, **Dinner – Travel Day**, etc. There are also expense types for non-travel expenses. For example, the account used for **Lodging** is different than the account used for **Airline Travel**.



Key Terms (continued)

Non-Reimbursable Expense: Expense paid by the agency through direct billing or 3rd party that needs to be identified as part of the total cost of travel. This expense will not be reimbursed to the employee, and this expense line will not generate accounting entry lines to post to Expenses and the General Ledger.

Payment Cash Checking: A process to ensure all payments, including vouchers, employee expenses, and cash advances, are checked against available cash before being released for payment each night.

Proxy: A user authorized to create and view expense transactions for an employee. Each employee must have one or more proxies.

Travel Authorization: A request made for permission to travel. Travel Authorizations entered online in Cardinal must be approved prior to travel.



Allowed Extensions on Attachments in Cardinal

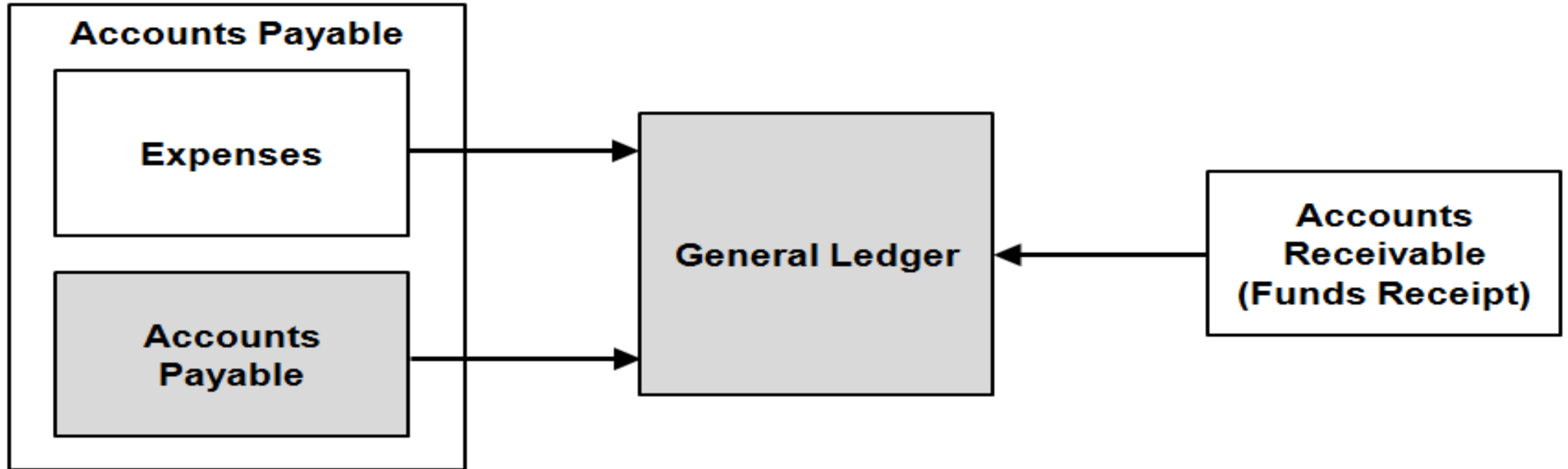
The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. You should only attach key supporting documents that either enhance the electronic Cardinal transaction approval process or are instrumental as part of the transaction history. The Cardinal system should not be relied upon to maintain agency documentation and should not be considered the official retention source of the agency. Supporting documents, as required by all applicable regulatory/governing bodies, should be maintained by the agency apart from the Cardinal attachment functionality.

Allowed Extensions on Attachments in Cardinal		
.BMP	.CSV	.DOC
.DOCX	.JPE	.JPEG
.JPG	.MSG	.PDF
.PNG	.PST	.RTF
.TIF	.TIFF	.TXT
.XLS	.XLSX	.XML



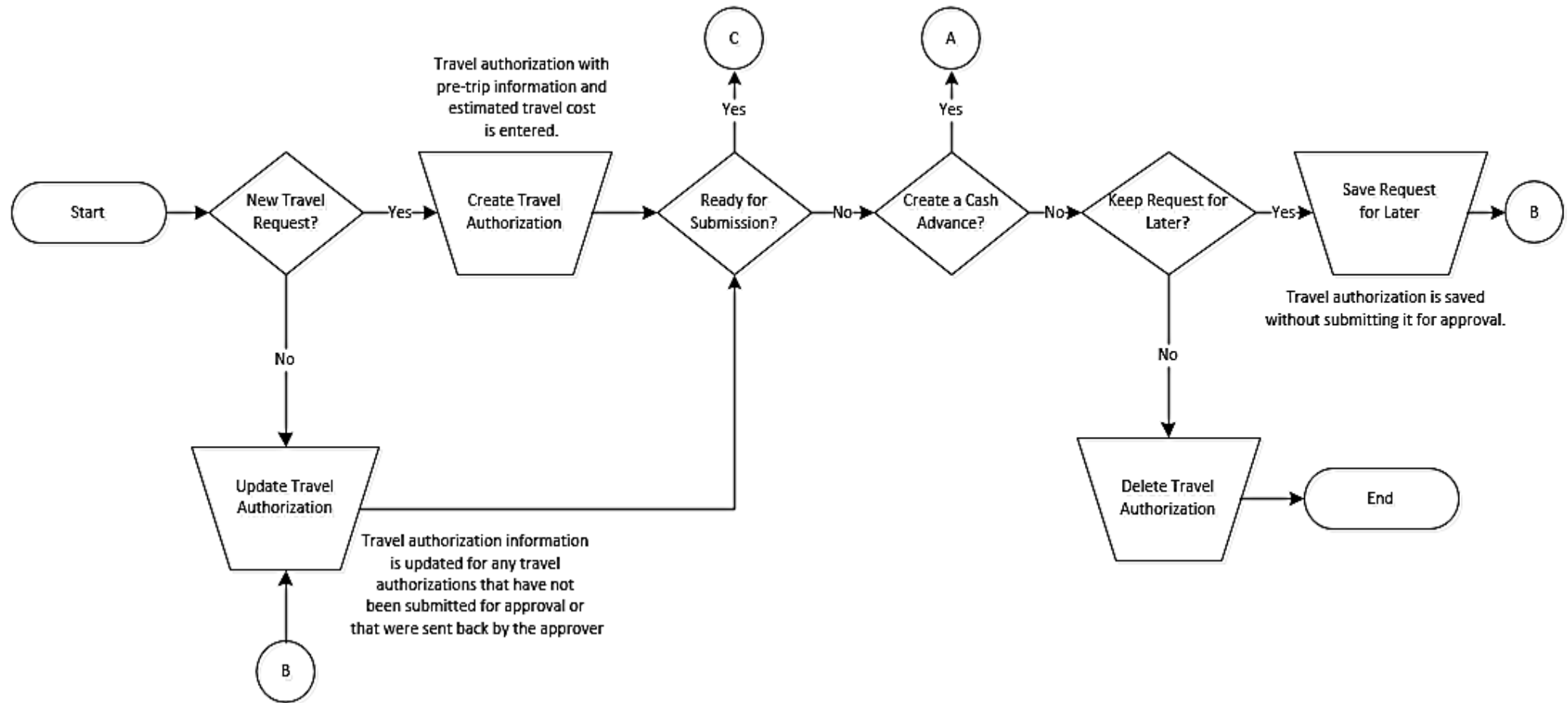
Integration with Accounts Receivable

If money is owed for an outstanding Cash Advance after submitting an Expense Report, Accounts Receivable processes repayment once it is received.



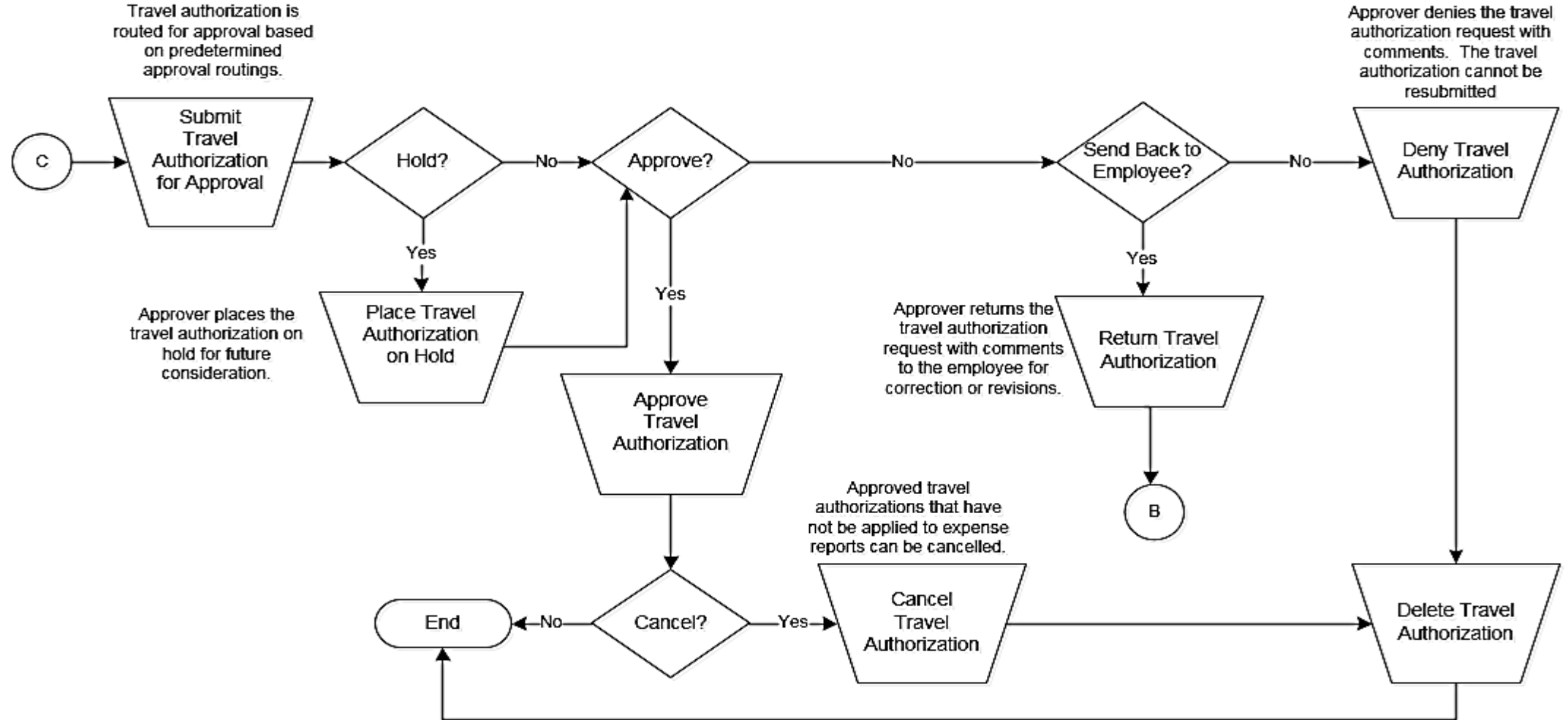


Travel Authorization Process



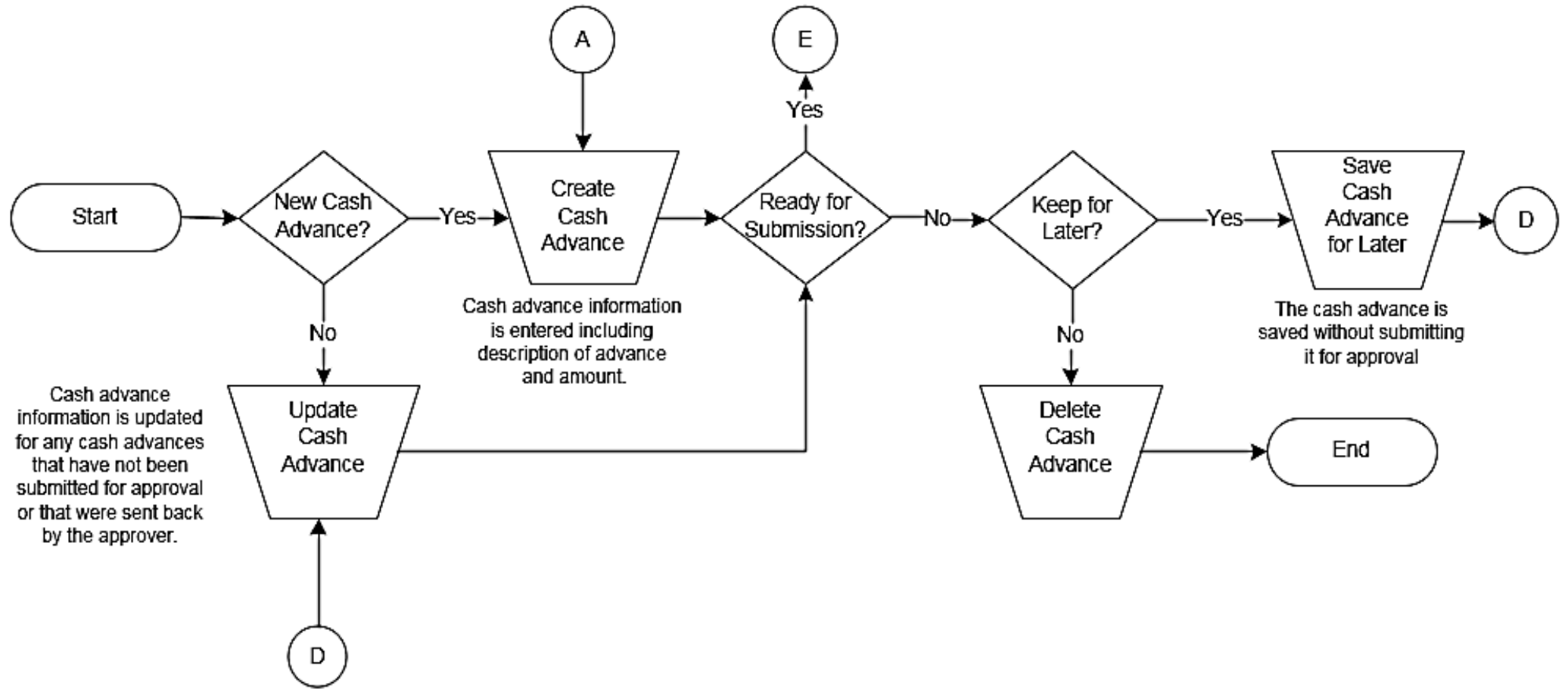


Travel Authorization Process (continued)



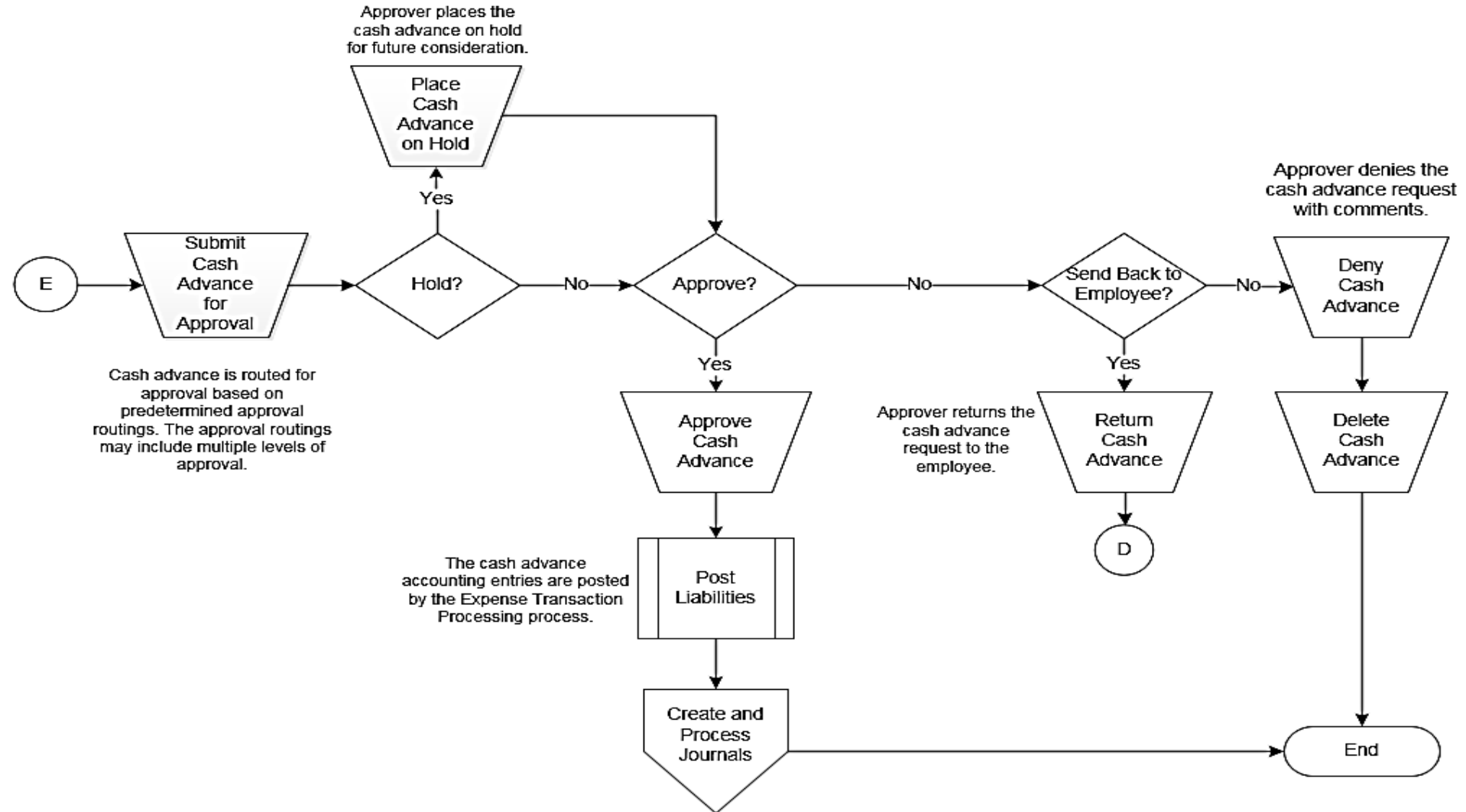


Cash Advance Process



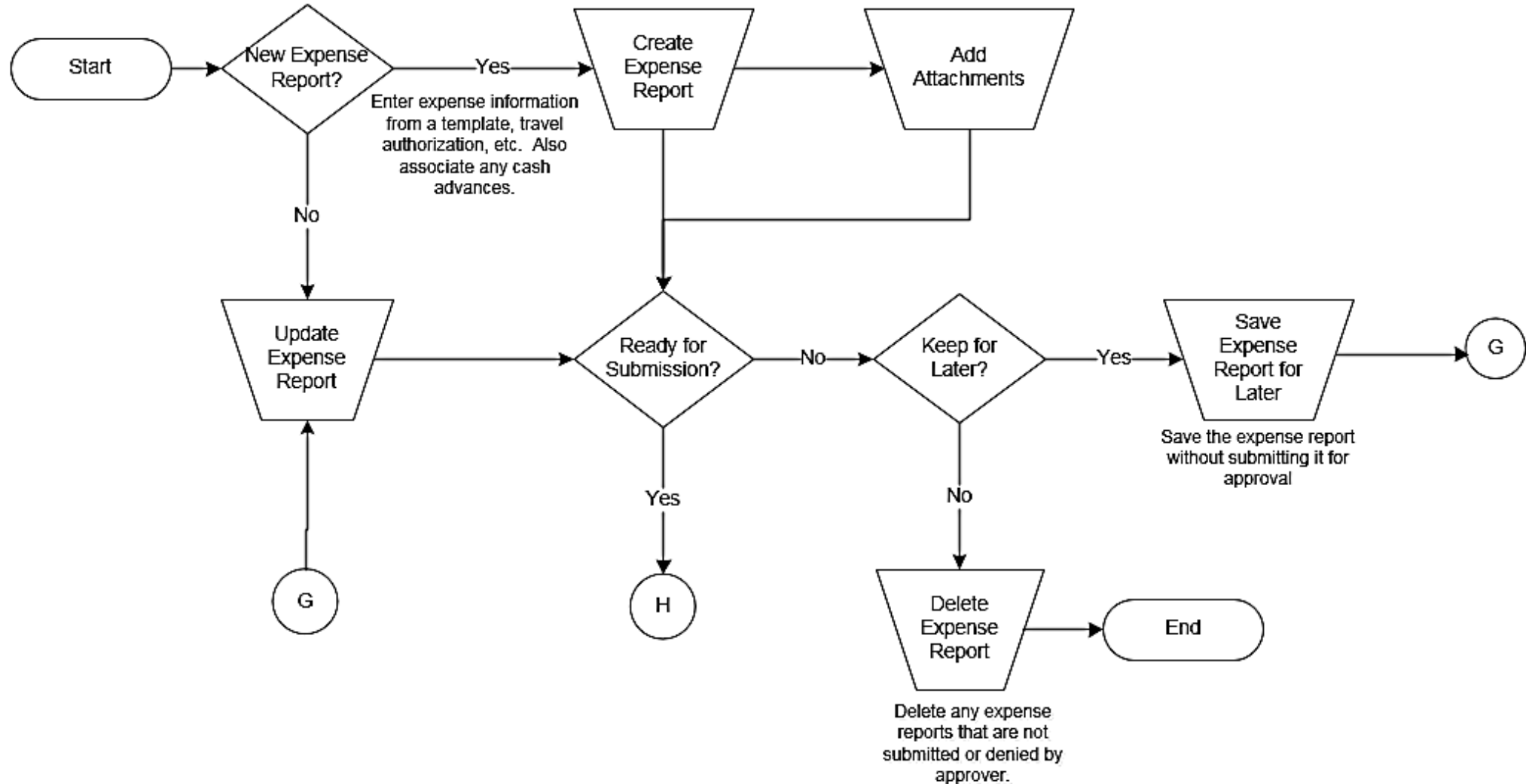


Cash Advance Process (continued)



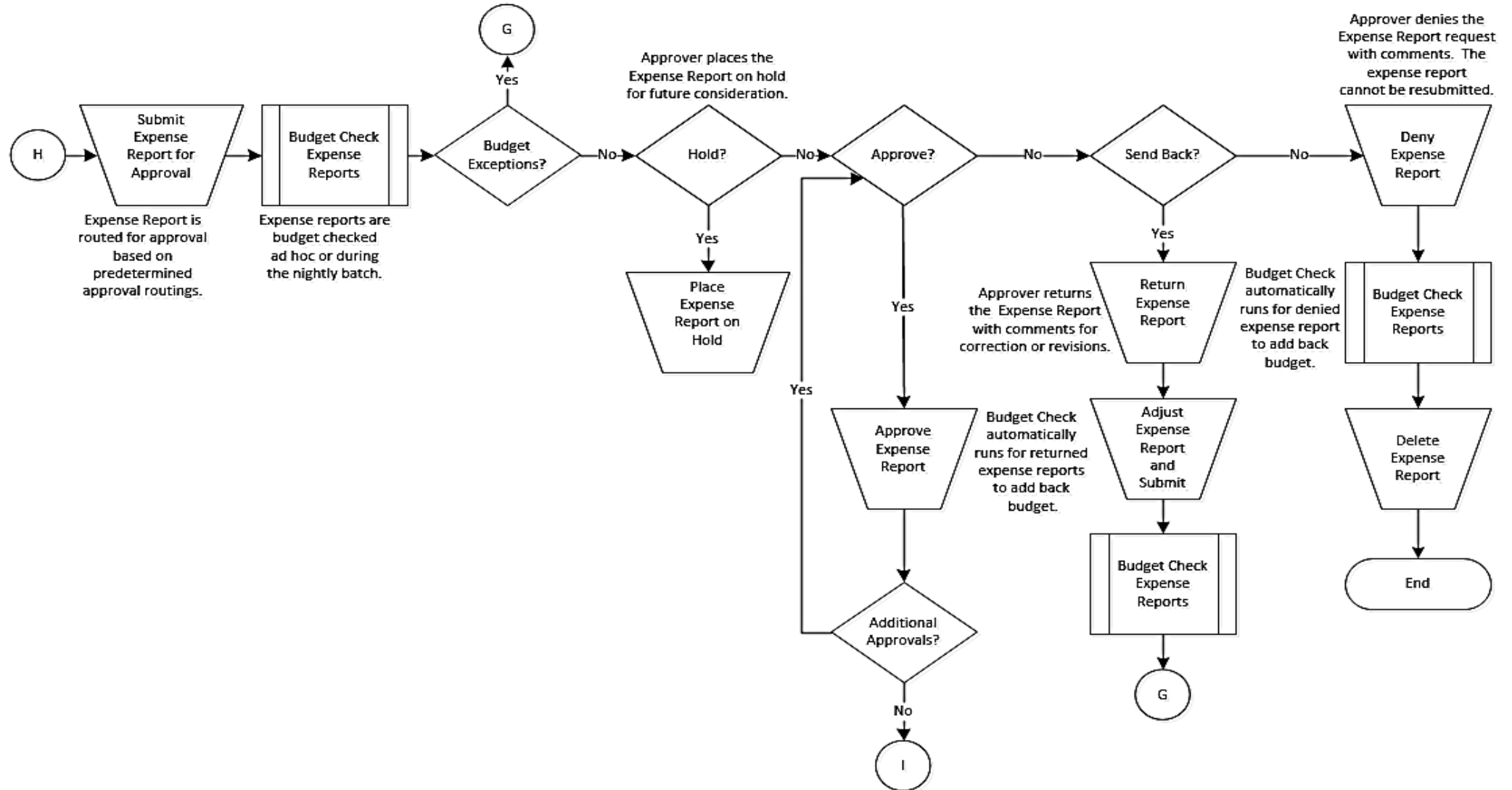


Expense Report Process



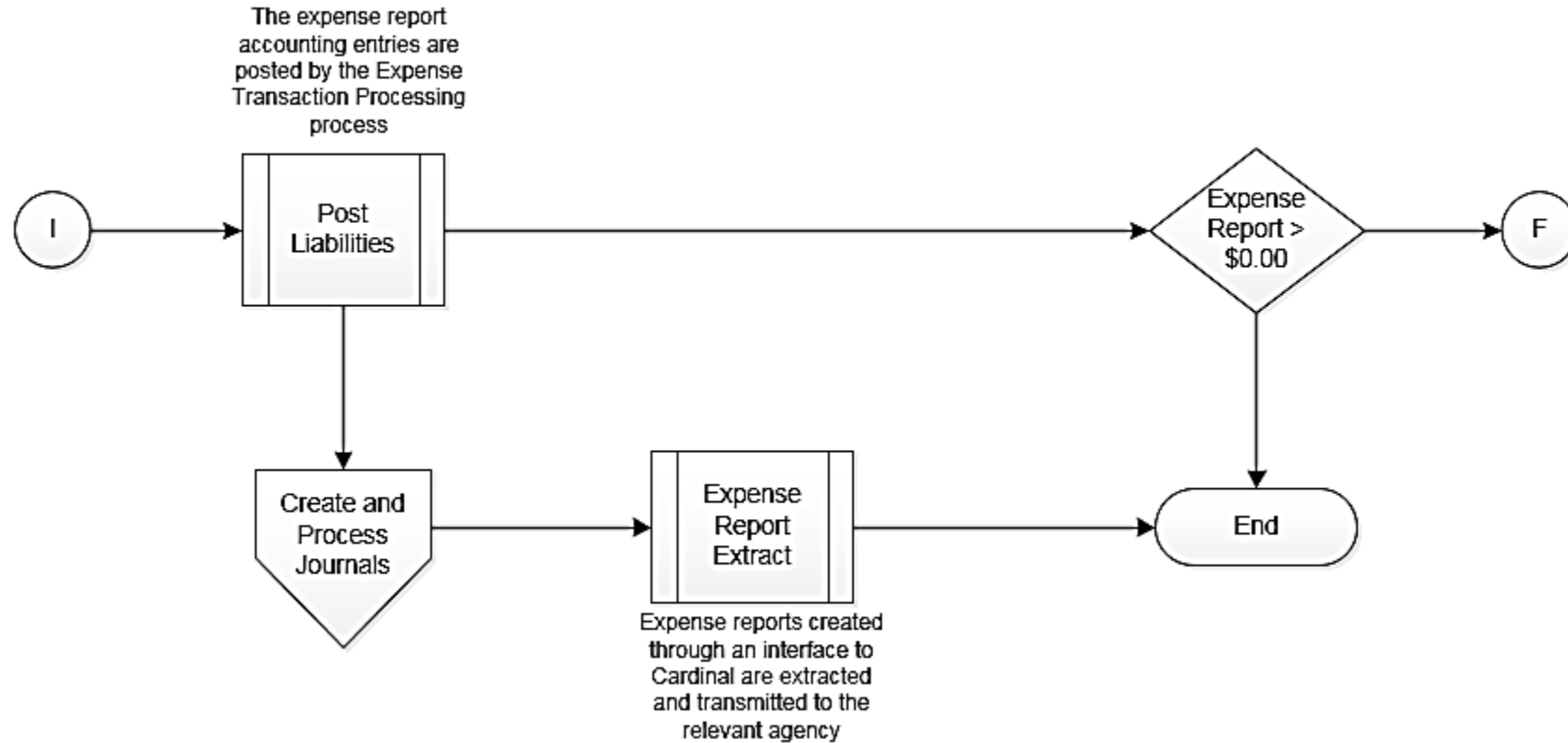


Expense Report Process (continued)



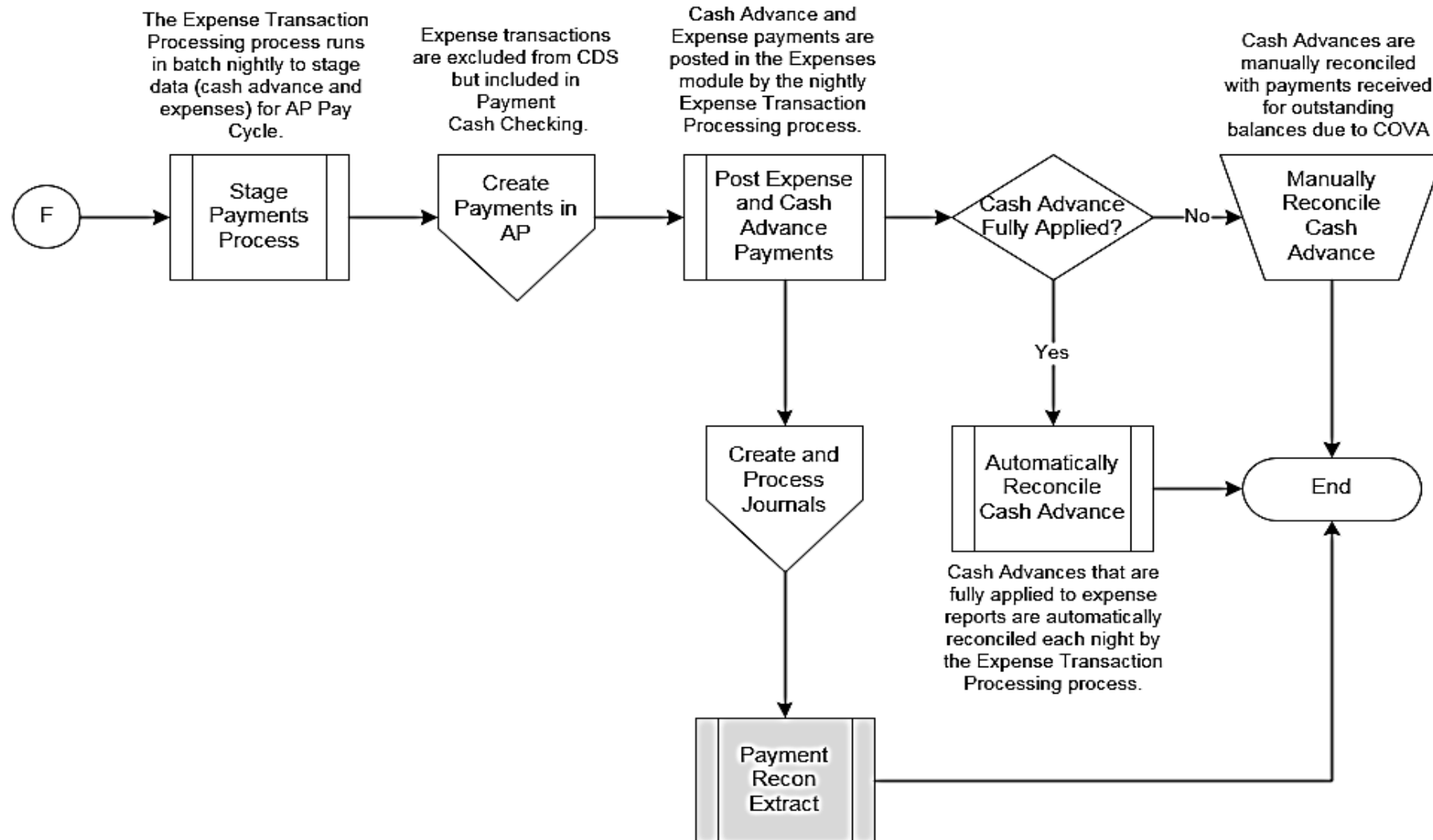


Expense Report Process (continued.)





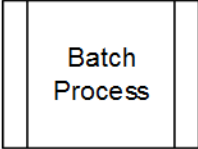
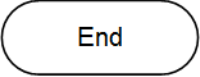
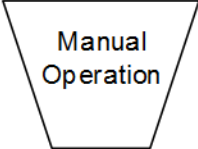
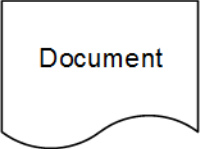
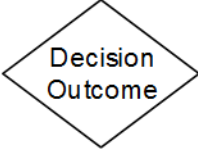
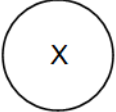
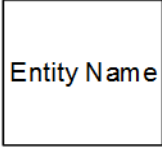
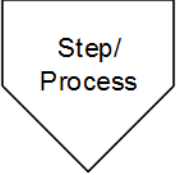


Payment Process





Flowchart Key

	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is preformed manually.		Depicts a document of any kind, either electronic or hard copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.