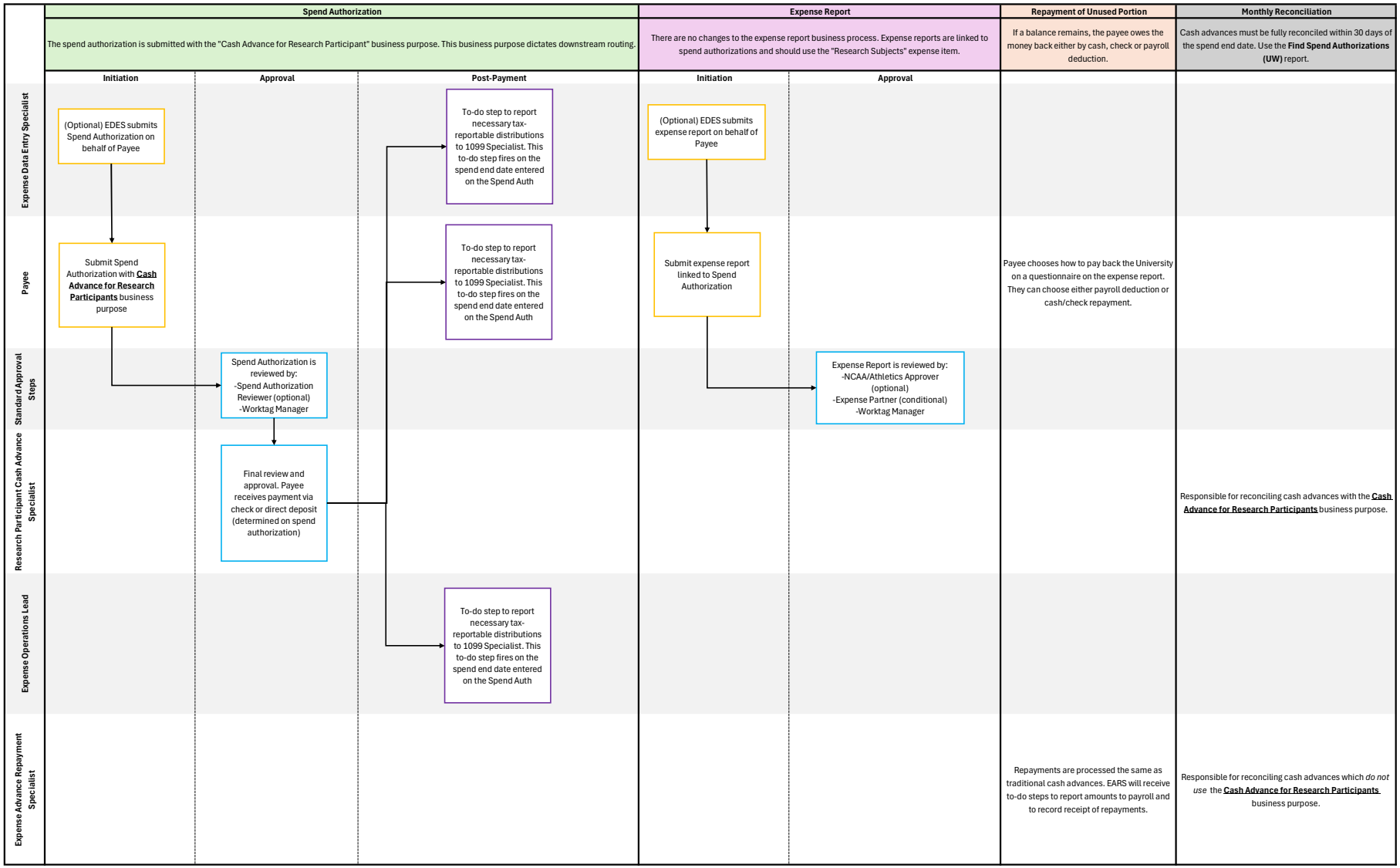
Spend Authorization
Expense Report
Repayment of Unused Portion
Monthly Reconciliation
The spend authorization is submitted with the "Cash Advance for Research Participant" business purpose. This business purpose dictates downstream routing.
There are no changes to the expense report business process. Expense reports are linked to spend authorizations and should use the "Research Subjects" expense item.
If a balance remains, the payee owes the money back either by cash, check or payroll deduction.
Cash advances must be fully reconciled within 30 days of the spend end date. Use the Find Spend Authorizations (UW) report.
Initiation
Approval
Post-Payment
Initiation
Approval
Expense Data Entry Specialist
Payee
Standard Approval Steps
Research Participant Cash Advance Specialist
Expense Operations Lead
Expense Advance Repayment Specialist
(Optional) EDES submits Spend Authorization on behalf of Payee
Submit Spend Authorization with Cash Advance for Research Participants business purpose
Spend Authorization is reviewed by: -Spend Authorization Reviewer (optional) -Worktag Manager
Final review and approval. Payee receives payment via check or direct deposit (determined on spend authorization)
To-do step to report necessary tax-reportable distributions to 1099 Specialist. This to-do step fires on the spend end date entered on the Spend Auth
To-do step to report necessary tax-reportable distributions to 1099 Specialist. This to-do step fires on the spend end date entered on the Spend Auth
To-do step to report necessary tax-reportable distributions to 1099 Specialist. This to-do step fires on the spend end date entered on the Spend Auth
(Optional) EDES submits expense report on behalf of Payee
Submit expense report linked to Spend Authorization
Expense Report is reviewed by: -NCAA/Athletics Approver (optional) -Expense Partner (conditional) -Worktag Manager
Payee chooses how to pay back the University on a questionnaire on the expense report. They can choose either payroll deduction or cash/check repayment.
Repayments are processed the same as traditional cash advances. EARS will receive to-do steps to report amounts to payroll and to record receipt of repayments.
Responsible for reconciling cash advances with the Cash Advance for Research Participants business purpose.
Responsible for reconciling cash advances which do not use the Cash Advance for Research Participants business purpose.