Travel and Expense Management in Concur

Returning Funds to UD
There are a few different scenarios where a UD employee will need to return UD Credit Card funds to UD:

- Their UD credit card was used for *personal expenses* in error
- They have unused funds from a UD Credit Card/Declining Balance Card *Cash Advance*

This guide will detail how the amount owed to UD can be returned *once the charges have been submitted on an expense report in Concur.*
There are a few ways the amount owed to UD can be returned once the charges are submitted on an expense report:

- **Cash Transmittal Webform with cash or check**
  - The Speedtype **must** be **L1NDTE**
  - The approver **must** be **Roeder, Kathy L**

- **NEW! Direct Debit from your bank account with Cashnet**
  - The Cashnet form is **only** for use if your UD Credit Card was used for **personal expenses in error**, NOT to return an unused UD Credit Card Cash Advance
  - [http://www.udel.edu/udcc-reimburse](http://www.udel.edu/udcc-reimburse)
  - The above link is also available on the Concur Resources page of the Procurement website

- **Concur**
  - The amount will be deducted from any Concur reimbursements owed to you on forthcoming expense reports

- **Payroll Deduction**
  - Please contact the Payroll Department for the necessary Authorization Form
Returning Funds via Webform with Cash or Check
Complete the required fields on the FIN Cash Transmittal webform. The SpeedType must be L1NDTE. Attach any documentation and receipts. Click Next Step to proceed to the next page.
• Review the information that you have entered
• The Approver *must* be Roeder, Kathy L.
• Click **Finish & Submit**.
Returning Funds via Direct Debit with Cashnet
• If your UD card was used for personal expenses, the charges still need to be submitted on an expense report
• The Expense Type needs to be changed to **Personal/Non-Reimbursable**
You can verify the amount owed to UD

- Click **Report Details**
- Select **Report Totals**
• Access Cashnet through udel.edu/udcc-reimburse
• Enter the necessary information
  • The Report ID (found on the Report Header) can be used instead of the Concur Report Key
• Click Checkout
• Enter your banking information
• Read and agree to the Terms & Conditions
• Click Continue
• Enter your email address
• Verify the information is correct
• Click Pay $...
Questions:
• procurement@udel.edu
• pr-staff@udel.edu
• cashcontrol@udel.edu

Resources:
• Procurement Services Website
• Payroll Department
• Cashier’s Office
• Reconciling a Cash Advance