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
  - 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

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Returning Funds via Webform with Cash or Check

CASH TRANSMITTAL

Menu   Help   Logout 🔒

This form is used to deposit departmental receipts* (cash/checks, credit cards, or predeposits) into the University accounting system. Checks must be restrictively endorsed. If you have any questions or need an endorsement stamp, please contact the Cashiers' Office at (302) 831-1242.

* Gift funds should not be entered on this form but sent with any documentation directly to the Gift Processing Office. Call 831-1249 if more information is needed.

Symbol key: * Required information, ❗ Error

Form originator

- 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.

Note: Cash/Check or Electronic Receipt or Predeposits should be on separate forms.

Line	Tender (help)	Chartfield information	Amount	Source of funding	Action
	Cash	SpeedType: * L1NDTE ✕ DUE FROM/TO EMPLOYEE-CONCUR	$ 10.00	Domestic	➕ Add line
		Purpose: L1NDTE - DUE FROM/TO EMPLOYEE-CONCUR			

Account:	Dept ID:	Fund:
L1NDTE - DUE FROM/TO EMPLOYEE-CONCUR	04750 - PROCUREMENT SERVICES	OPBAL - OPERATING BALANCE

Memo:

Total	$10.00

Routing

A copy or approver for at least one purpose is required.

Role	Purpose	Email address	Date
Form Originator		Martin,Margot Elizabeth McCabe	
Copy ▾	L1NDTE	Roeder,Kathy L ▾	
Copy ▾			
Copy ▾			
Copy ▾			
Final Approver		CashTr-cash	

Important Be sure your browser allows pop-up windows before submitting this form. The cash transmittal summary page will open in a new window for you to print when you click the "Finish & submit" button. (help 🖶)

‹ Previous step   Save & exit   Exit without saving   ✓ Finish & submit

- Review the information that you have entered
- The Approver *must* be **Roeder, Kathy L.**
- Click **Finish & Submit**.

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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**

UD Credit Card Personal Expense Reimbursement

Use this form to reimburse the University for personal expenses incurred on your UD Credit Card. Payment must be made by Electronic check (ACH). If you have any questions, contact the Procurement Office at 302-831-2159 or email procurement@udel.edu.

Personal expense amount to be paid

$33.98

$33.98

Maximum $5,000

* **UD Credit card holder's name as it appears on card**

Jane Cardholder

Maximum 50 characters

* **Date of personal expense**

10/28/2022

* **Date allocated in Concur**

11/20/2022

* **Concur report key**

B82453D24D9B946DA6D5

Maximum 50 characters

- 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**

Checkout

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How would you like to pay?

Payment amount

$33.98

* **Payment method**

Bank account

ⓘ **Important:** Payments can be made from personal checking or savings accounts only. Corporate accounts are not allowed.

* **Account holder name**

Jane Cardholder

* **Account type**

● Checking
○ Savings

* **Routing transit number** ⓘ

031201360

* **Bank account number** ⓘ   * **Confirm bank account number**

••••••••   ••••••••

Bank account terms and conditions

Please read below and indicate your agreement to be bound by these terms and conditions by selecting the checkbox below.

By checking the box below, you authorize the University of Delaware to withdraw payment for the amount indicated from your account. You represent you have authority to withdraw funds from the deposit account selected. Because this is an electronic transaction (also called an ACH transaction), the payment funds may be withdrawn from your account on the payment date.

☑ I agree

🔒 Secure encrypted payment

Back   **Continue**

- Enter your banking information
- Read and agree to the Terms & Conditions
- Click **Continue**

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Last step! Let's make sure we have your correct information.

* **Email address**

jcardholder@udel.edu

Summary   Change

Personal expense amount to be paid	$33.98
UD Credit card holder's name as it appears on card: Jane Cardholder	
Date of personal expense: 10/28/2022	
Date allocated in Concur: 11/20/2022	
Concur report key: B82453D24D9B946DA6D5	
Total	**$33.98**

Payment details   Change

Account holder name	Jane Cardholder
Account type	Checking
Routing transit number	031201360
Bank account number	••••••1234
Bank	TD BANK, NA, LEWISTON, ME

This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

🔒 *Secure encrypted payment*

Cancel   Pay $33.98

- Enter your email address
- Verify the information is correct
- Click Pay $...

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Questions:

- procurement@udel.edu

- pr-staff@udel.edu

- cashcontrol@udel.edu

Resources:

- [Procurement Services Website](#)

- [Payroll Department](#)

- [Cashier's Office](#)

- Reconciling a Cash Advance