AP315A
Online Expense Processing

Instructor Led Training

Rev 8/26/2025

Revision History

Revision Date	Summary of Changes
8/26/2025	Updated the references to the updated AP315A_Updating, Deleting, and Withdrawing Expense Transactions. Added a new slide to provide information about processing expense transactions for a terminated employee. Added language on applicable slides regarding the process for updating physical and mailing address. Added language and references for addressing employees with two jobs at different Agencies.
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 and submit expense transactions
- Update expense transactions
- View expense transactions

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:

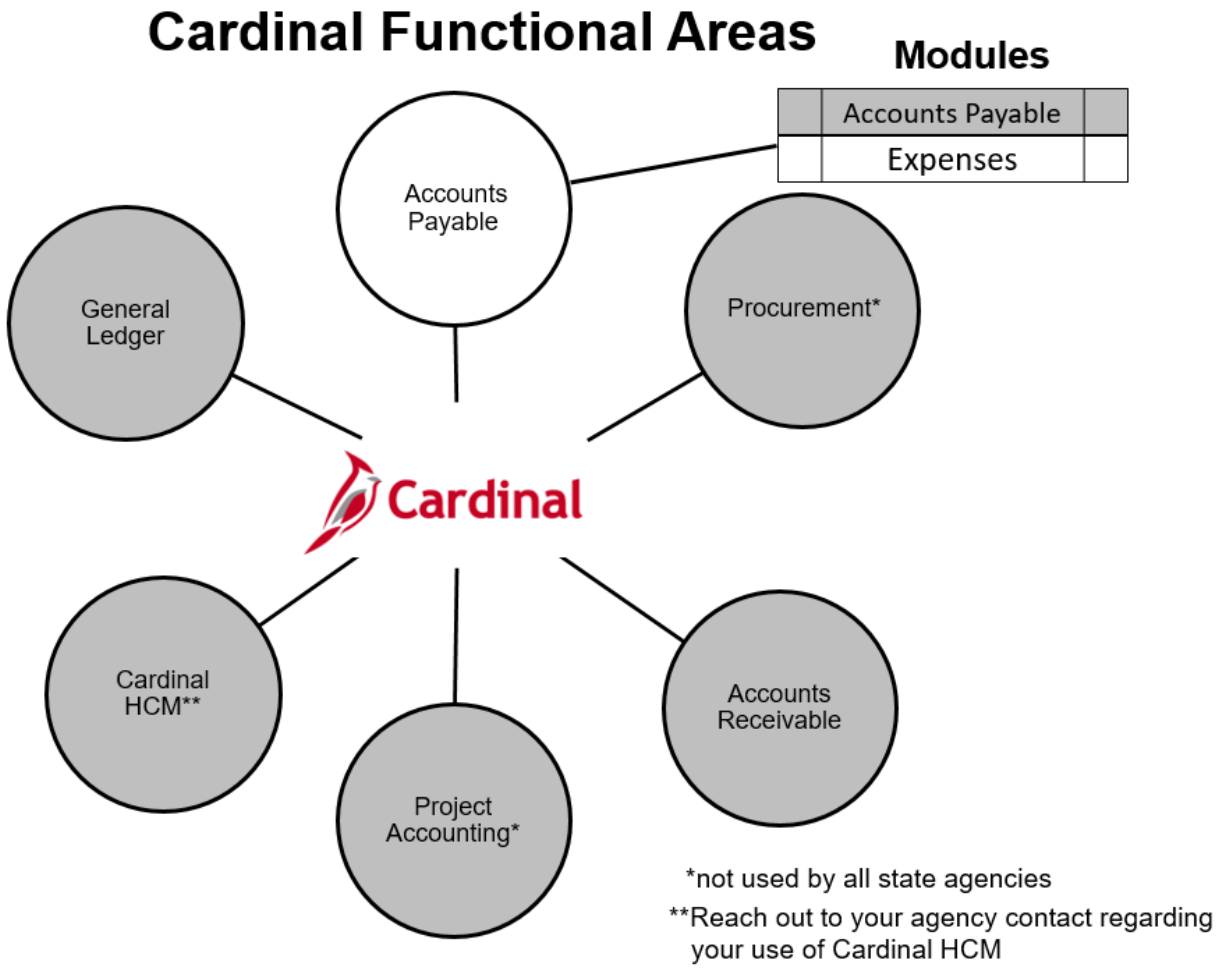
- Overview of the Accounts Payable Module
- Key Expense and Travel Concepts
- Overview of the Employee Profile Tabs
- Overview of the Proxy Role

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 Concepts for Expenses and Travel

- **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. The Employee Profile 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 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. For more information about Payment Cash Checking, see the Job Aid titled **AP312_Payment Cash Checking – Overview** located on the Cardinal Website in **Job Aids** under **Learning.**

Employee Profile – Employee Data Tab

An Employee Profile must exist in Cardinal for an employee to be reimbursed for travel and business related expenses. Navigate to the **Update Profile** page using the following path:

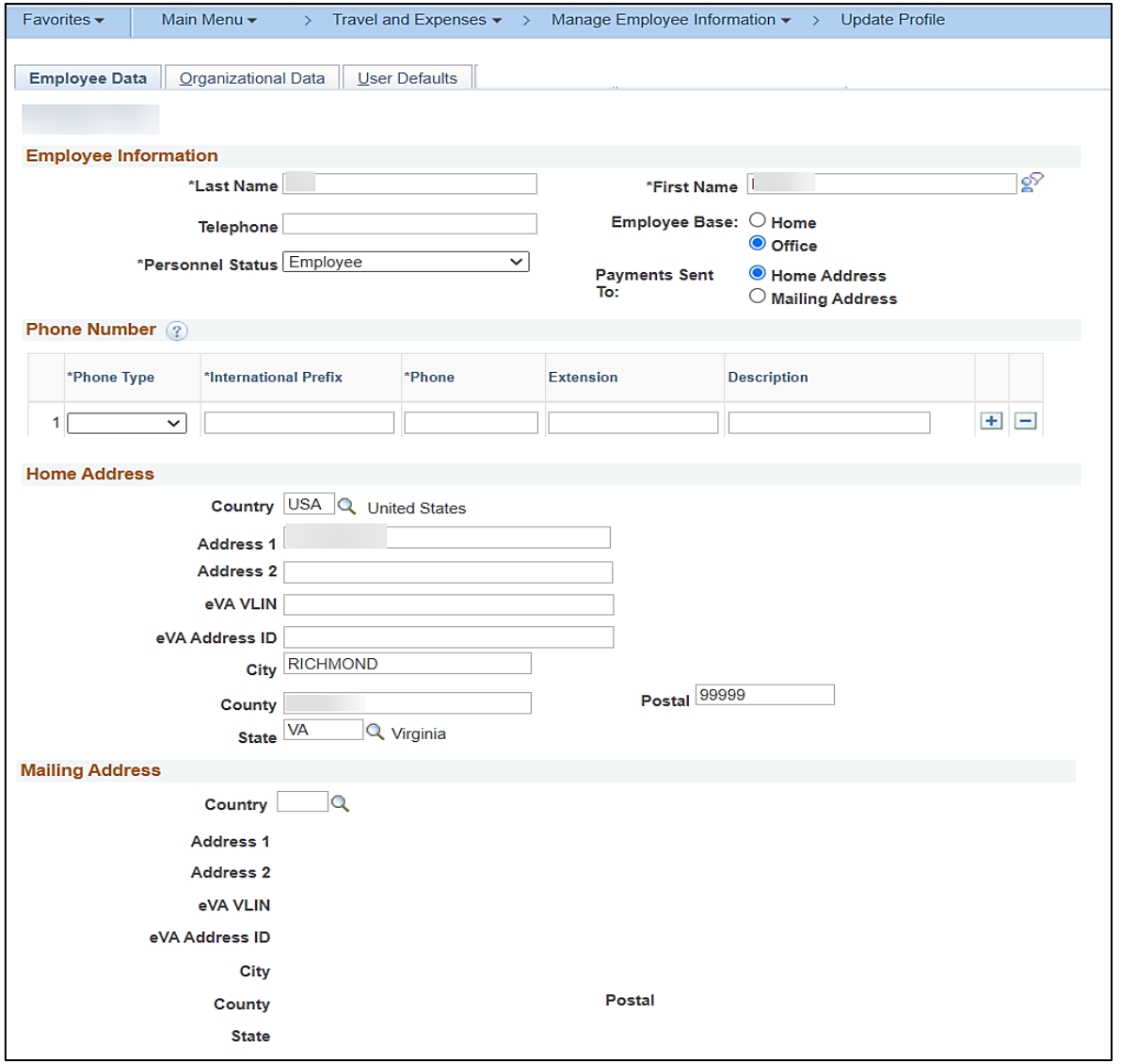
Main Menu > Travel and Expenses > Manage Employee Information > Update Profile

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

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.

If address changes are needed (physical or mailing) they must be made by the HR Administrator in Personal Data in Cardinal HCM and not on the **Employee Data** tab. Changes made to the address in Cardinal HCM will update this page.



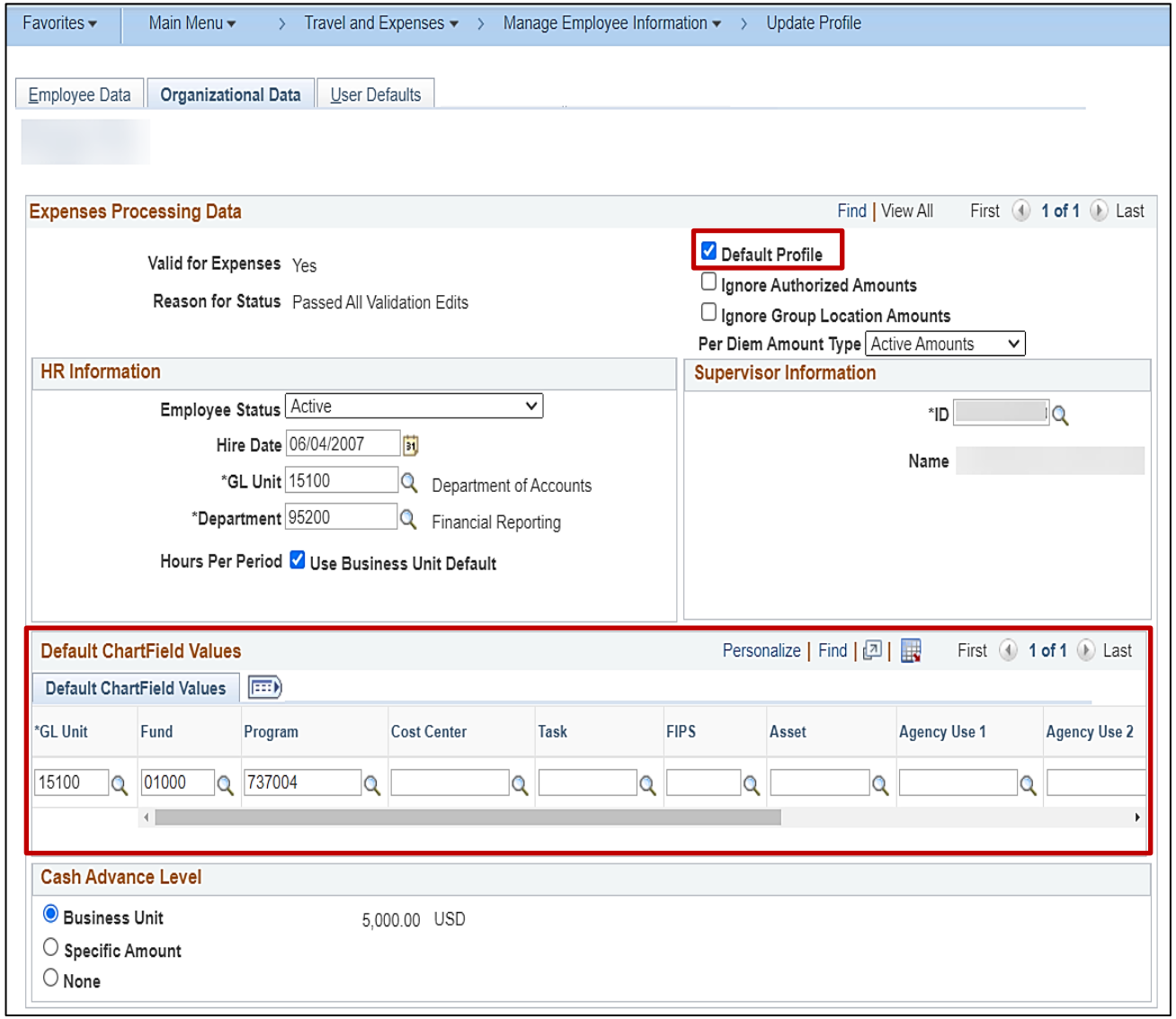
Employee Profile – Organizational Data Tab

The **Organizational Data** tab contains key employee information to include 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: Default ChartField Values cannot be updated on a Cash Advance.

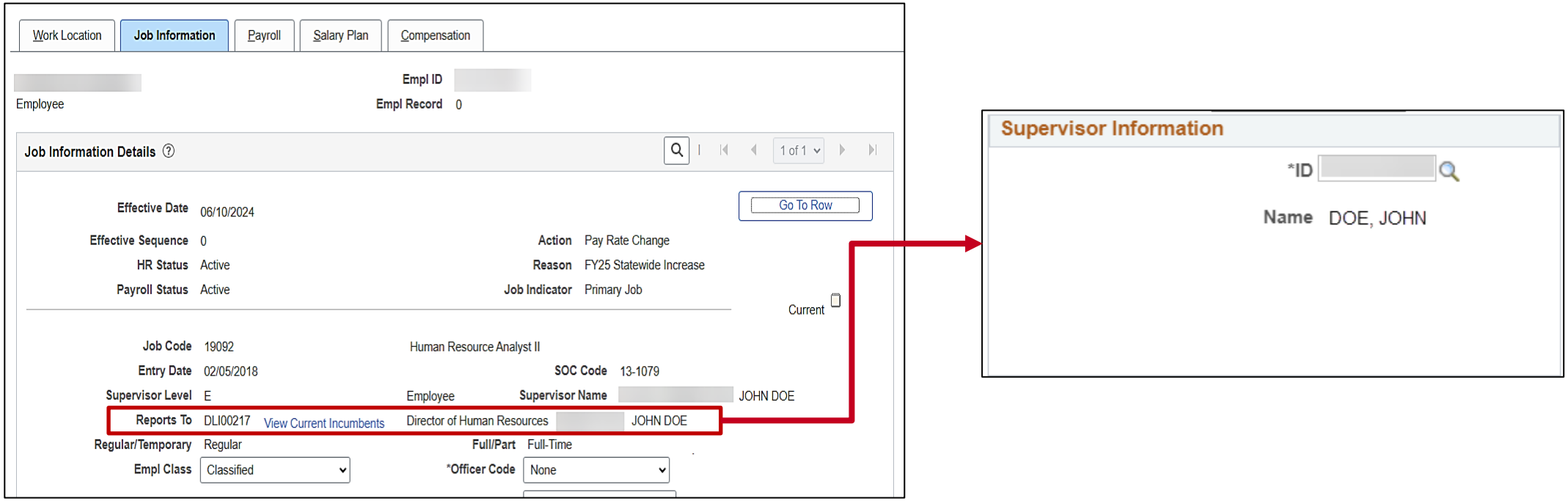
Note: When an employee has two jobs at different Agencies, the **Default Profile** checkbox must be checked for that specific Agency to process expense transactions. See the Job Aid titled **AP316_Updating an Employee Profile** located on the Cardinal Website in **Job Aids** under **Learning**.



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 an 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.



Overview of the Proxy Role

The Proxy role is very important as it relates to expenses transactions in Cardinal. Proxies are users who are authorized to enter, view, and update expense transactions on behalf of specified employees (including themselves). In Cardinal, users must be a proxy (authorized user) to create, update, or view expense transactions.

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. If an employee is not set up as a proxy for specific employees, they will not be able to enter, update, or view expense transactions for those employees.

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. In either case, these employees must be set up as a proxy to be able to enter, update, and view expense transactions in Cardinal.

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 expense transactions on their behalf in Cardinal.

Note: Supervisors must also be set up as Proxy with view access to be able to view expense transactions.

Proxy

Lesson 1: Summary

1 Processing Employee Expenses Overview

In this lesson, you learned:

- An Overview of the Accounts Payable Module
- Key Concepts for Expenses and Travel
- 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 and Key Concepts
- Creating and Submitting a Travel Authorization
- Overview of Travel Authorization Approval
- Viewing a Travel Authorization
- Overview of Updating, Canceling, Withdrawing, and Deleting Travel Authorizations

Travel Authorizations Overview and Key Concepts

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).

Key Concepts:

- 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

Travel Authorizations Overview and Key Concepts (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 3rd 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 Expenses > 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 and Withdrawing a Travel Authorization

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

Main Menu > Employee Self Service > Travel and Expenses > Travel Authorizations > View

Any proxy assigned to an employee with view access can view the Travel Authorization after it has been saved or submitted.

A Proxy can withdraw a Travel Authorization if updates need to be made after it is submitted and prior to the approver taking action on the transaction.

Withdrawing the Travel Authorization can be done immediately after submitting by clicking the **Refresh Approval Status** button and then clicking the **Withdraw Travel Authorization** button. If the user is no longer on the page, the Travel Authorization can be withdrawn by navigating to the **View** page and clicking the **Withdraw Travel Authorization** button.

For details on withdrawing a Travel Authorization, see the Job Aid titled **AP315A_Updating, Deleting, and Withdrawing Expense Transactions** located on the Cardinal Website in **Job Aids** under **Learning**.

Overview of Travel Authorization Approval Routing

Cardinal workflow routes the Travel Authorization to the appropriate approver's Worklist. The Supervisor information on the Employee's Profile determines who the expense transactions will route to for approval. The Supervisor information is populated based on the **Reports to** field on the **Job Data** page or by the individual determined through the bypass process.

If more than one approval is required, the Travel Authorization automatically routes through the appropriate levels.

The approver may take one of the following actions:

- Approve
- Deny
- Send back (sends the transaction back for updates)

If the authorization is denied or sent back, Cardinal requires the approver to provide comments explaining why.

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

Modifying and Deleting Travel Authorizations

A Travel Authorization can be updated if:

- It was saved
- 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 been saved (not submitted)
- It has been canceled
- It was sent back or denied by the approver

Note: After a Travel Authorization is deleted, it is removed from Cardinal and can no longer be viewed.

For more detailed information on updating, withdrawing, canceling and deleting Travel Authorizations, see the Job Aid titled **AP315A_Updating, Deleting, and Withdrawing 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 and Key Concepts
- How to Create and Submit a Travel Authorization
- How to View Travel Authorizations
- An Overview of Approval Processing
- An Overview of Updating, Canceling, Withdrawing, and Deleting Travel Authorizations

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, Withdrawing, 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 the 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 will 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 and Withdrawing a Cash Advance

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 Expenses > 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.

A Proxy can withdraw a Cash Advance if updates need to be made after it is submitted and prior to the approver taking action on the transaction.

Withdrawing a Cash Advance can be done immediately after submitting by clicking **Refresh Approval Status** button and then clicking the **Withdraw Cash Advance** button. If the user is no longer on the page, the Cash Advance can be withdrawn by navigating to the **View** page and clicking the **Withdraw Cash Advance** button.

For details on withdrawing a Cash Advance, see the Job Aid titled **AP315A_Updating, Deleting, and Withdrawing Expense Transactions** located on the Cardinal Website in **Job Aids** under **Learning**.

Updating and Deleting a Cash Advance

A Cash Advance can be updated 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

Note: After a Cash Advance is deleted, it is removed from Cardinal and can no longer be viewed.

For more detailed information on updating, withdrawing, and deleting a Cash Advance, see the Job Aid titled **AP315A_Updating, Deleting, and Withdrawing 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, Withdrawing, 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, Withdrawing, and Deleting an Expense Report
- Running the Expenses in Process Query
- Processing Expense Reports after Employee Termination

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 Expenses > Expense Reports > Create/Modify

The **Create Expense Report** page contains data like the **Create Travel Authorization** page.

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

- Manually
- 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 copying from a previous Expense Report, see the Job Aid titled **AP315A_Creating and Managing Expense Reports**.

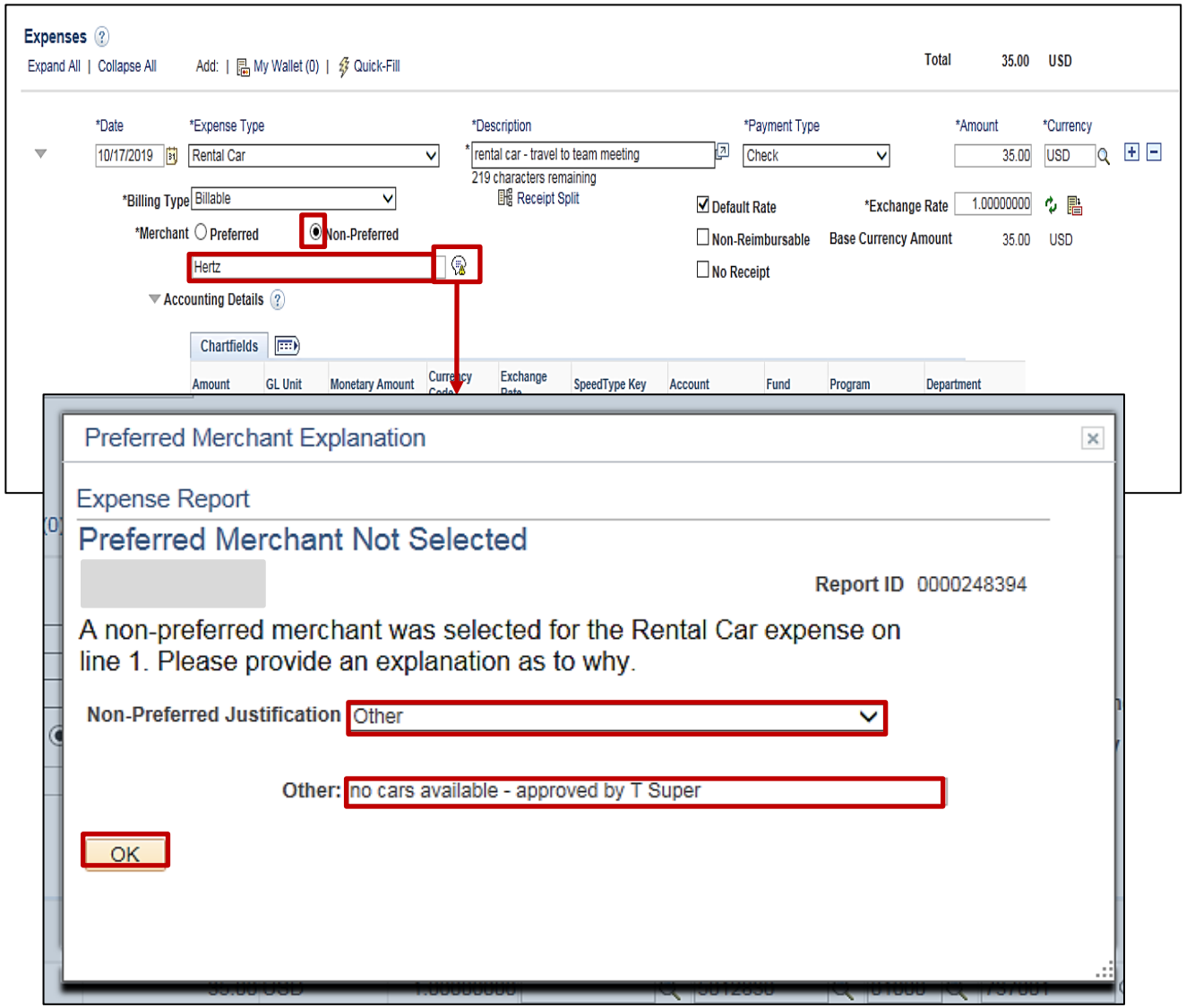
For important tips on creating online Expense Reports, see the Job Aid titled **AP315A_Tips for Entering Employee Expenses – Online Agencies**.

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** icon 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** page displays in a pop-up window
  - Click the **Non-Preferred Justification** dropdown button and select "**Other**" (this is the only selection)
  - Enter a brief explanation for using the Non-Preferred merchant In the **Other** field (holds a maximum of 60 characters)
  - Click the **OK** button to return to the Expense Report



Viewing and Withdrawing an Expense Report

Proxies with view access 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 Expenses > Expense Reports > View

A Proxy can withdraw an Expense Report if updates need to be made after it is submitted and prior to the approver taking action on the transaction.

Withdrawing the Expense Report can be done immediately after submitting by clicking the **Refresh Approval Status** button and then clicking the **Withdraw Expense Report** button. If the user is no longer on the page, the Expense Report can be withdrawn by navigating to the **View** page and clicking the **Withdraw Expense Report** button.

For details on withdrawing an Expense Report, see the Job Aid titled **AP315A_Updating, Deleting, and Withdrawing Expense Transactions** located on the Cardinal Website in **Job Aids** under **Learning**.

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 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

An Expense Report can be updated 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

An Expense Report can be deleted 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

Note: After an Expense Report is deleted, it is removed from Cardinal and can no longer be viewed.

For more detailed information on updating, withdrawing, and deleting an Expense Report, see the Job Aid titled **AP315A_Updating, Deleting, and Withdrawing 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 used 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 enter, update, close, or delete an Expense transaction for that employee.

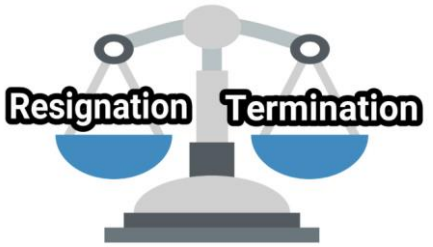
- Travel Authorizations will display on this query until they have been Cancelled or Approved
- Cash Advances will display as in process transactions until they have been Closed or Reconciled
- Expense Reports will display until they have been Closed or Paid

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**.

Entering Transactions after Employee Termination

When an employee is terminated, the HR Administrator enters the termination in Cardinal HCM on the **Job Data** page. Once the transaction is saved; the termination immediately processes in Cardinal Financials.

After an employee terminates, expense transactions can be entered and processed up to 30 days after termination.



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, Withdrawing, and Deleting an Expense Report
- How to Run the Expenses in Process Query
- An overview of processing expense transactions after an employee Terminates

Course Summary

AP315A Online Expense Processing

In this course, you learned:

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

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, Cash Advances, and Expense Reports through workflow for approval. The Employee Profile is also used 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 a 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.

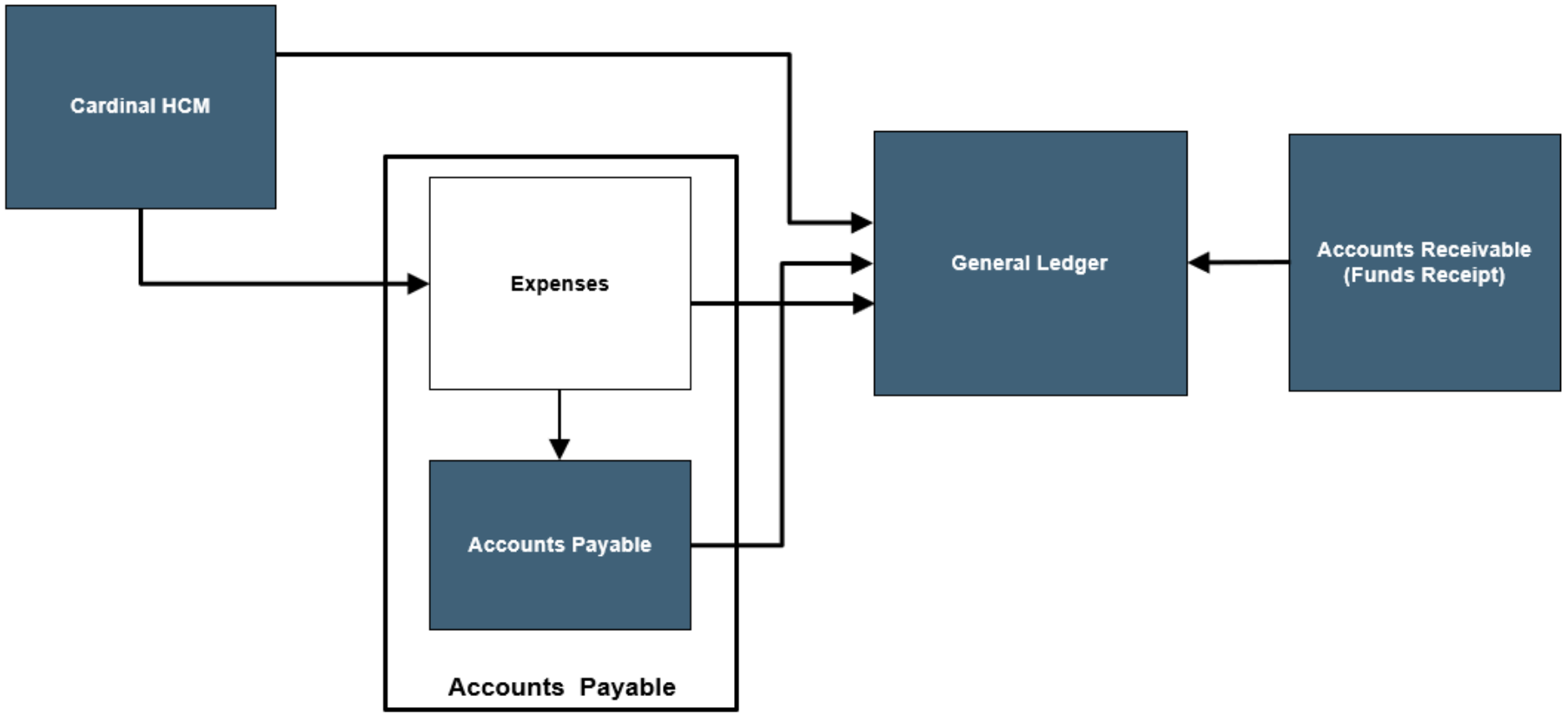
Allowed Extensions on Attachments in Cardinal

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.

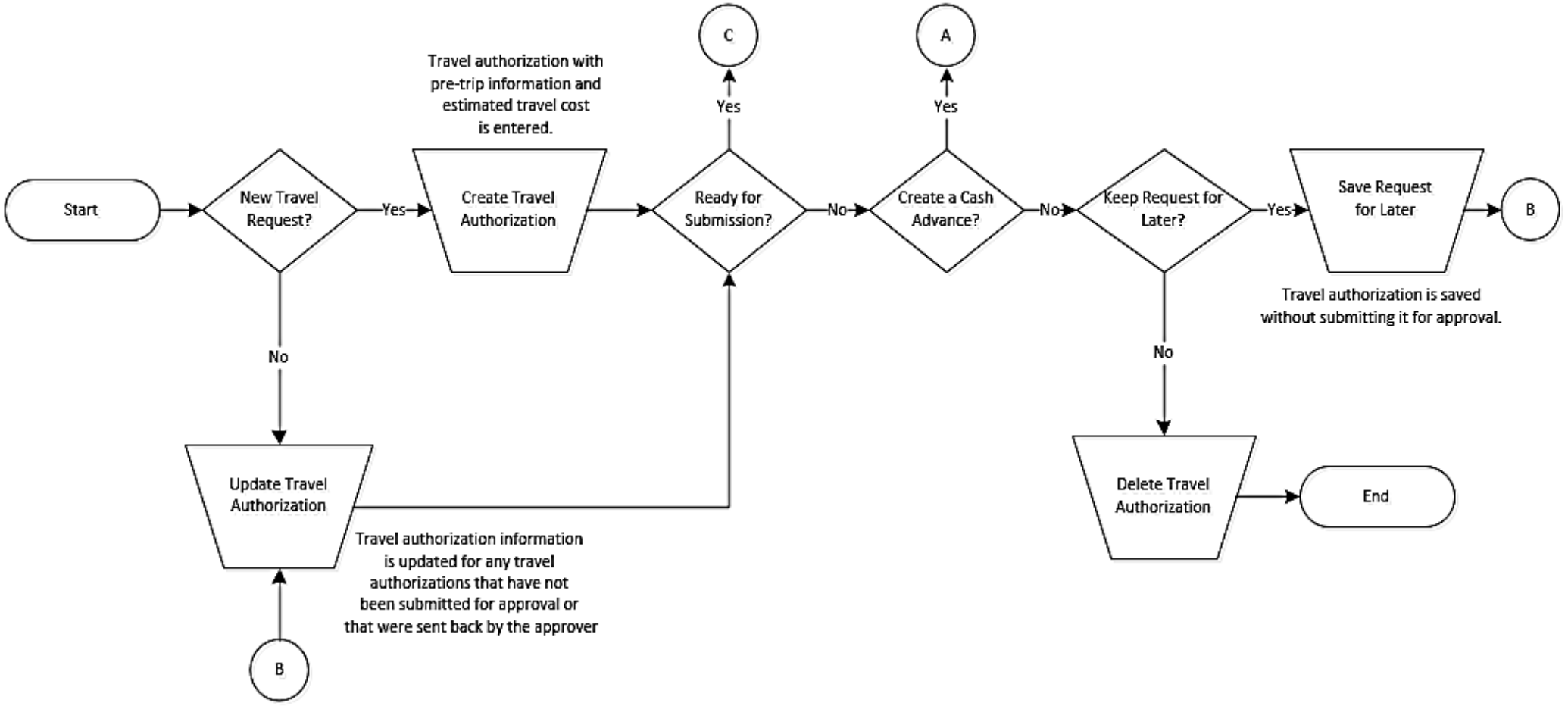
Allowed Extensions on Attachments in Cardinal		
.BMP	.CSV	.DOC
.DOCX	.JPE	.JPEG
.JPG	.MSG	.PDF
.PNG	.PST	.RTF
.TIF	.TIFF	.TXT
.XLS	.XLSX	.XML

Integration with Accounts Receivable

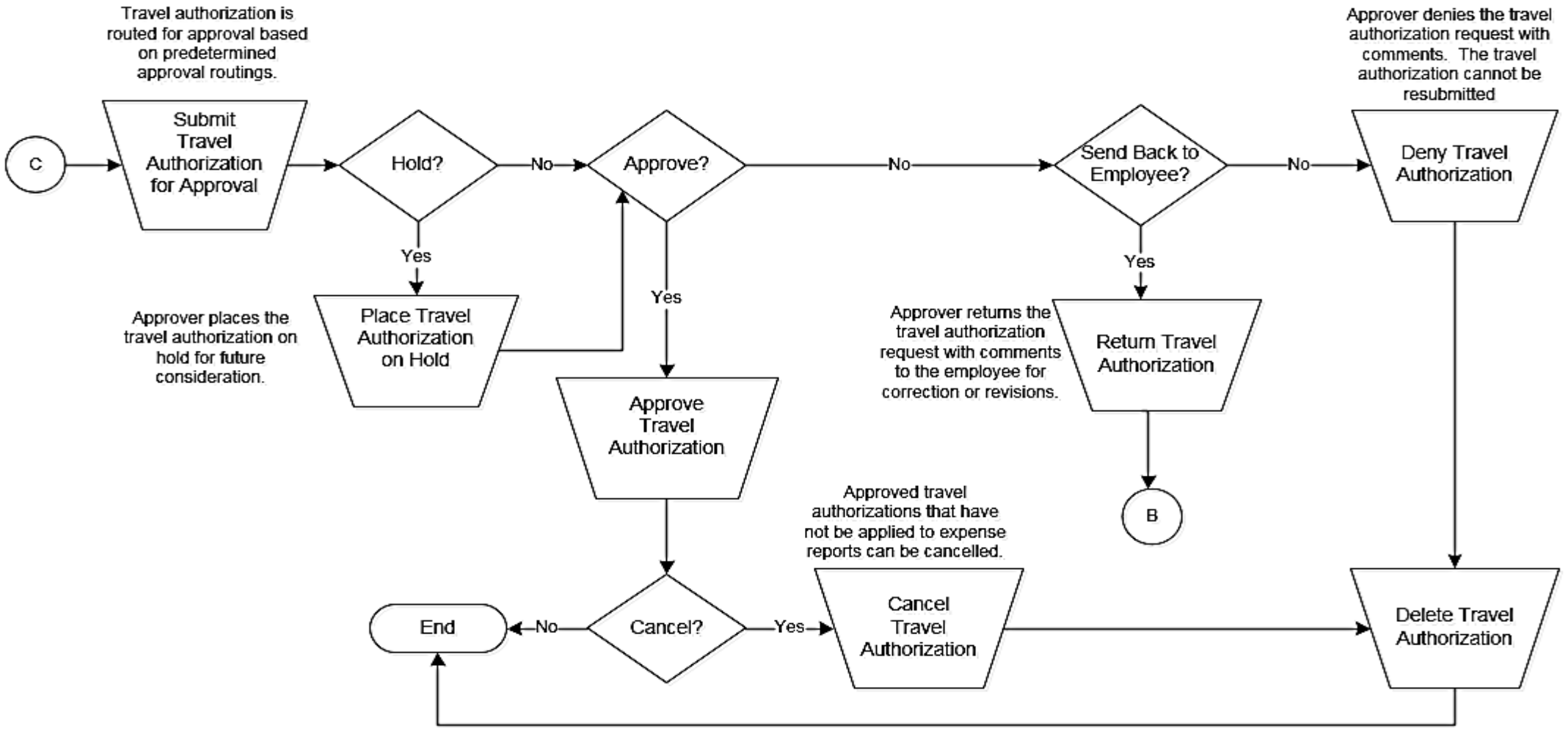
If money is owed for an outstanding Cash Advance after submitting an Expense Report, Accounts Receivable processes repayment once it is received.



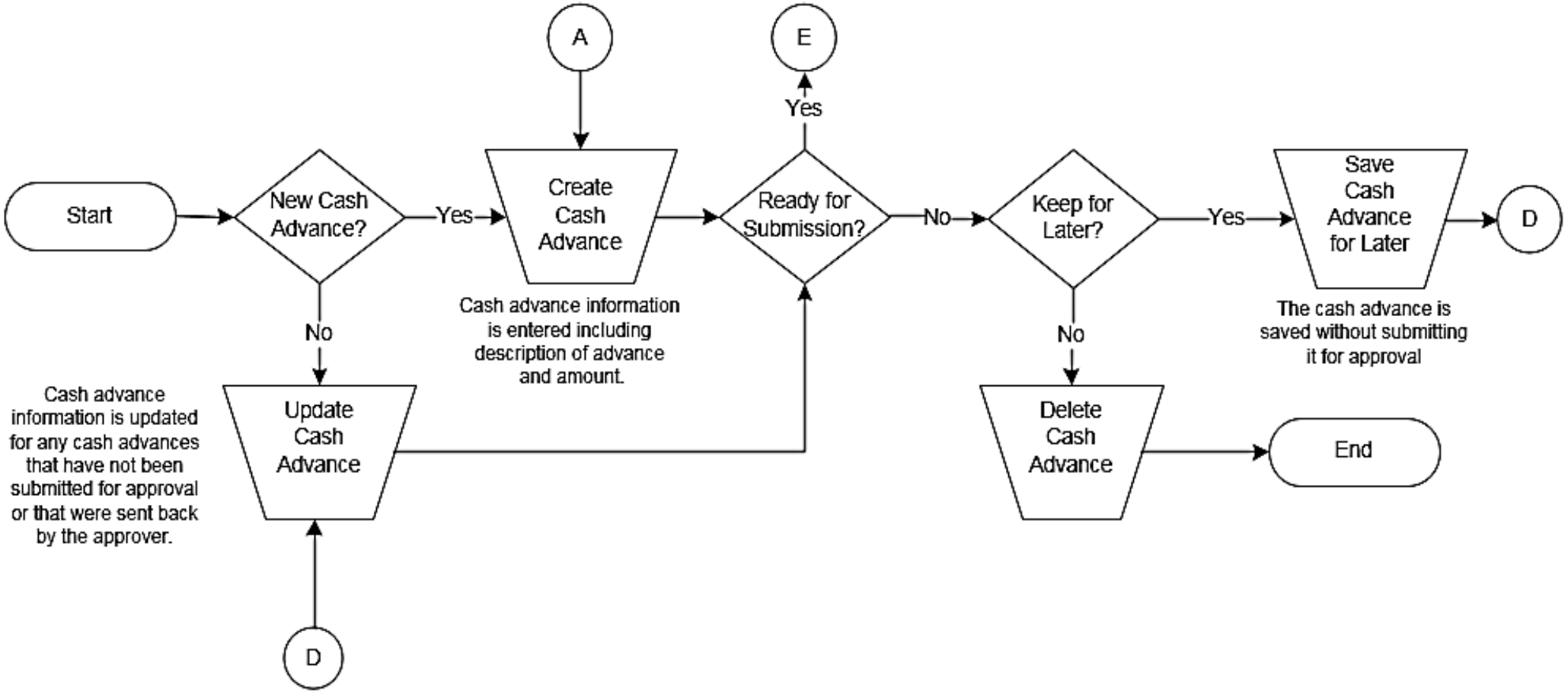
Travel Authorization Process



Travel Authorization Process (continued)



Cash Advance Process



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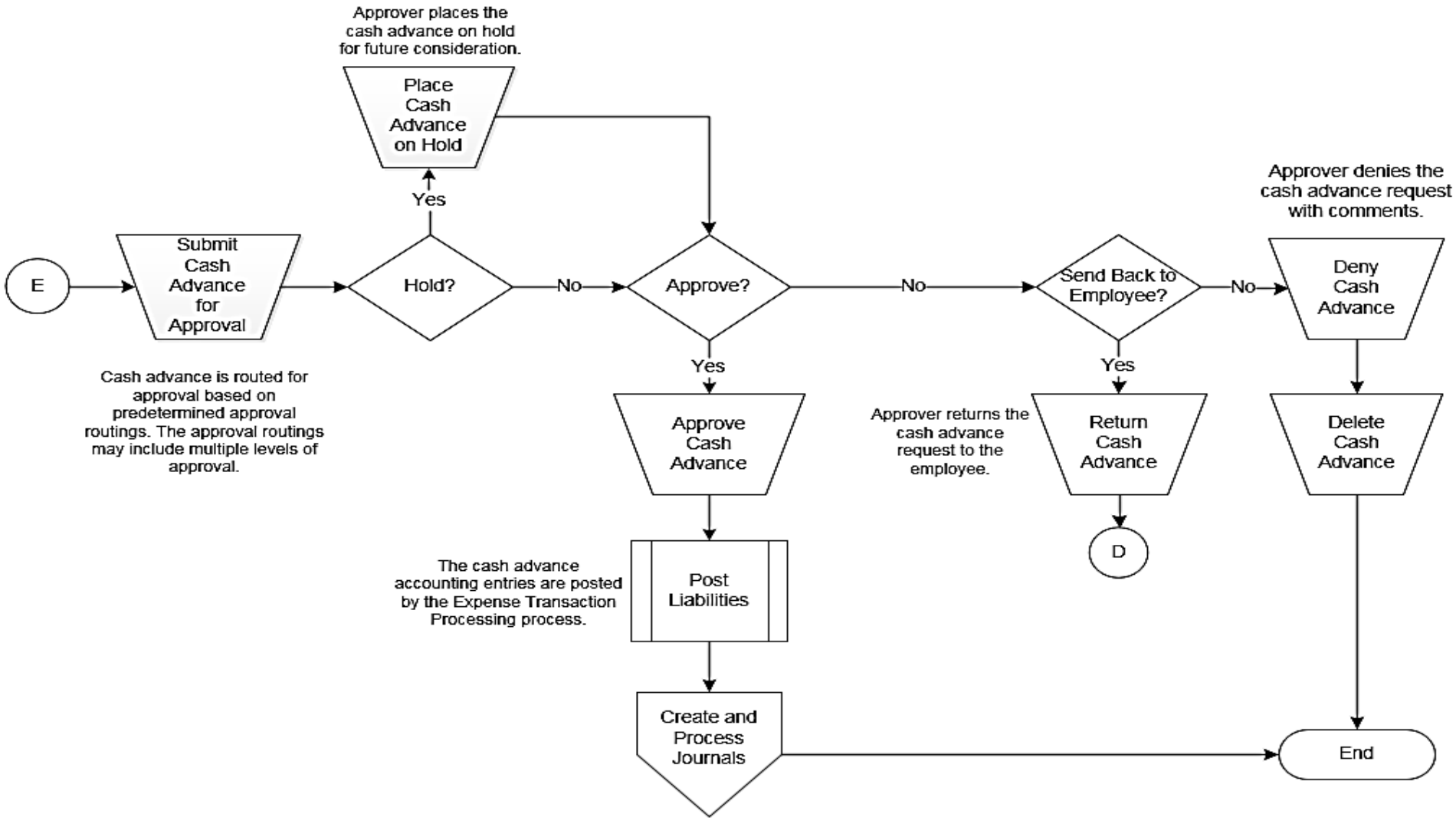
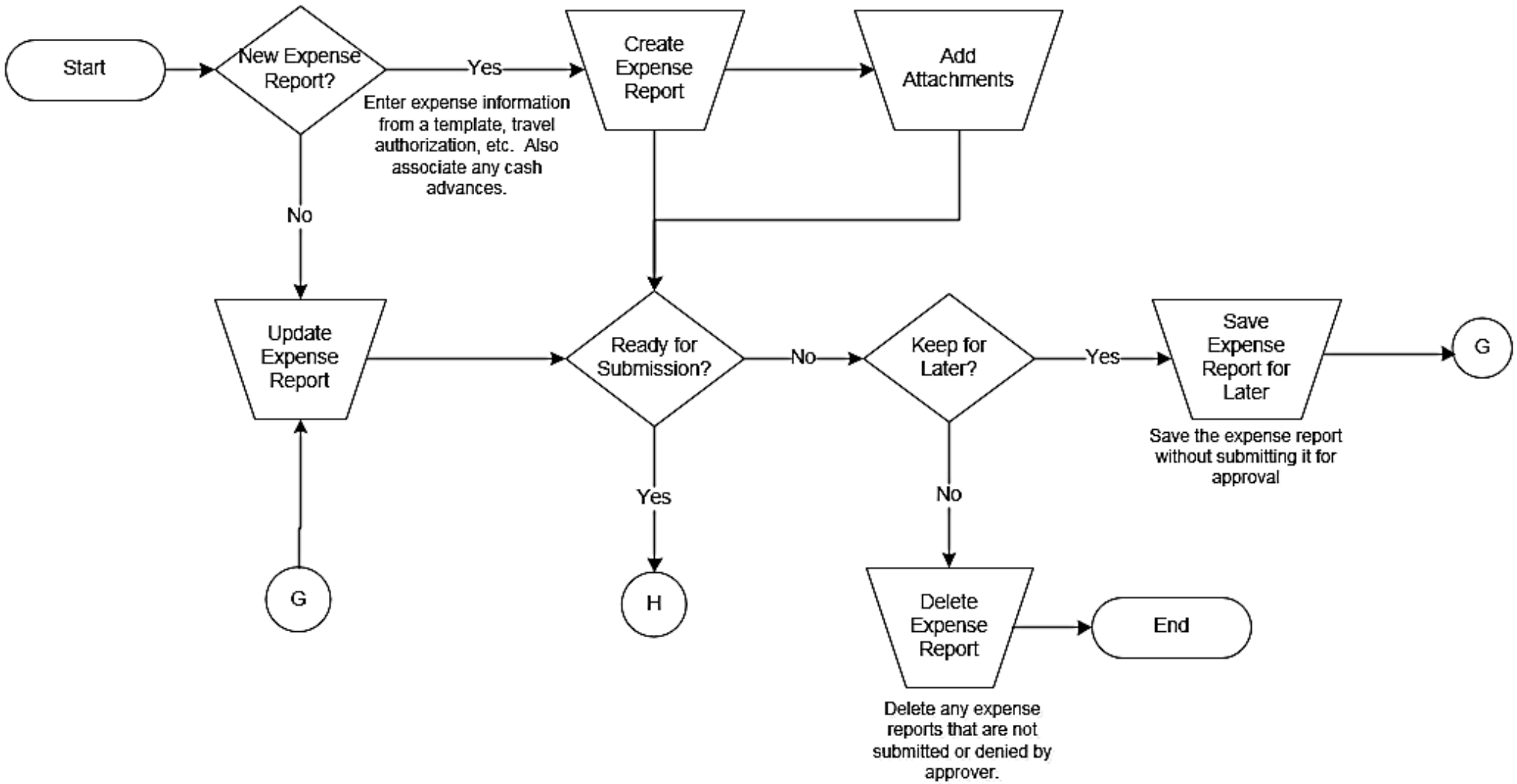


Expense Report Process



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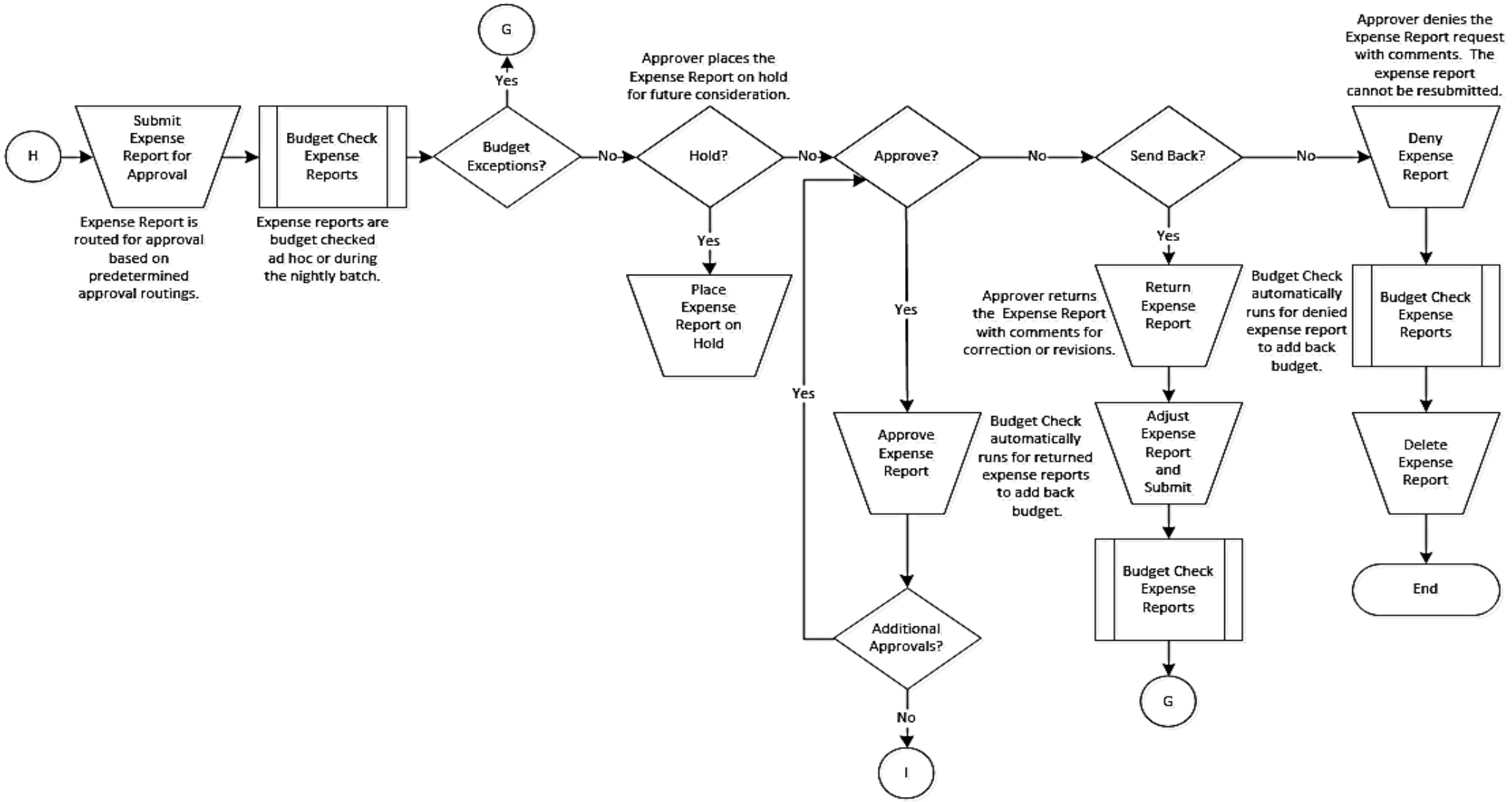

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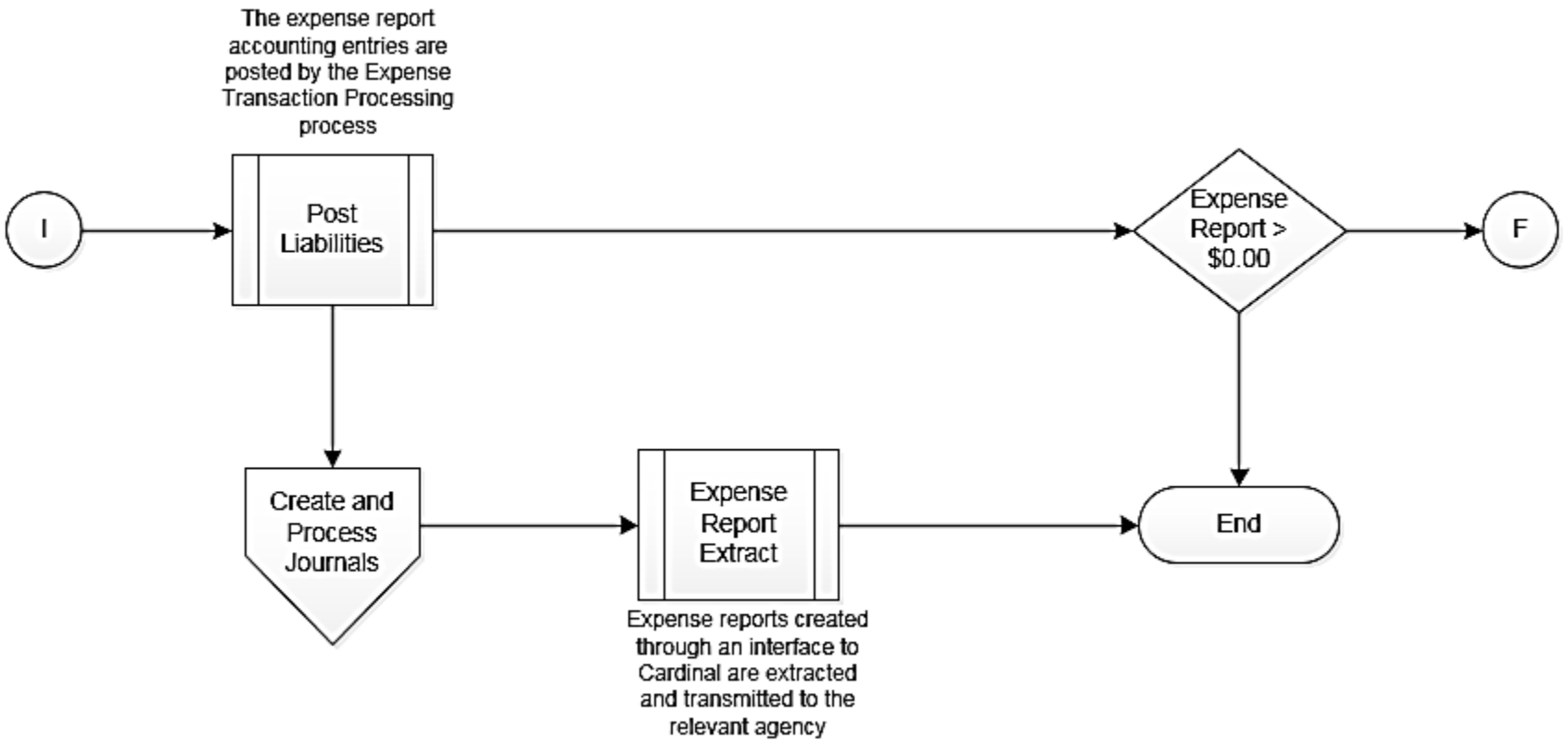
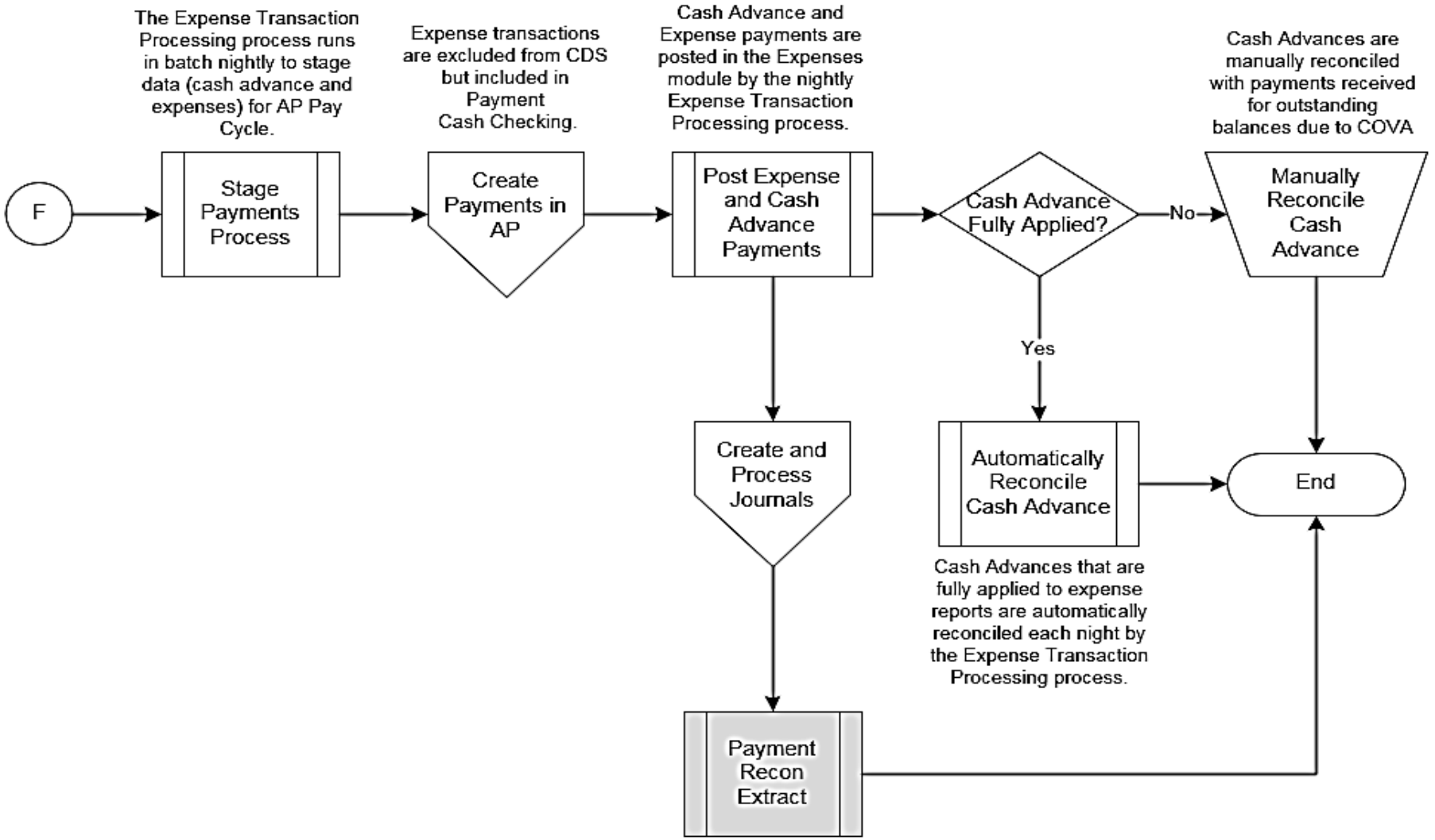
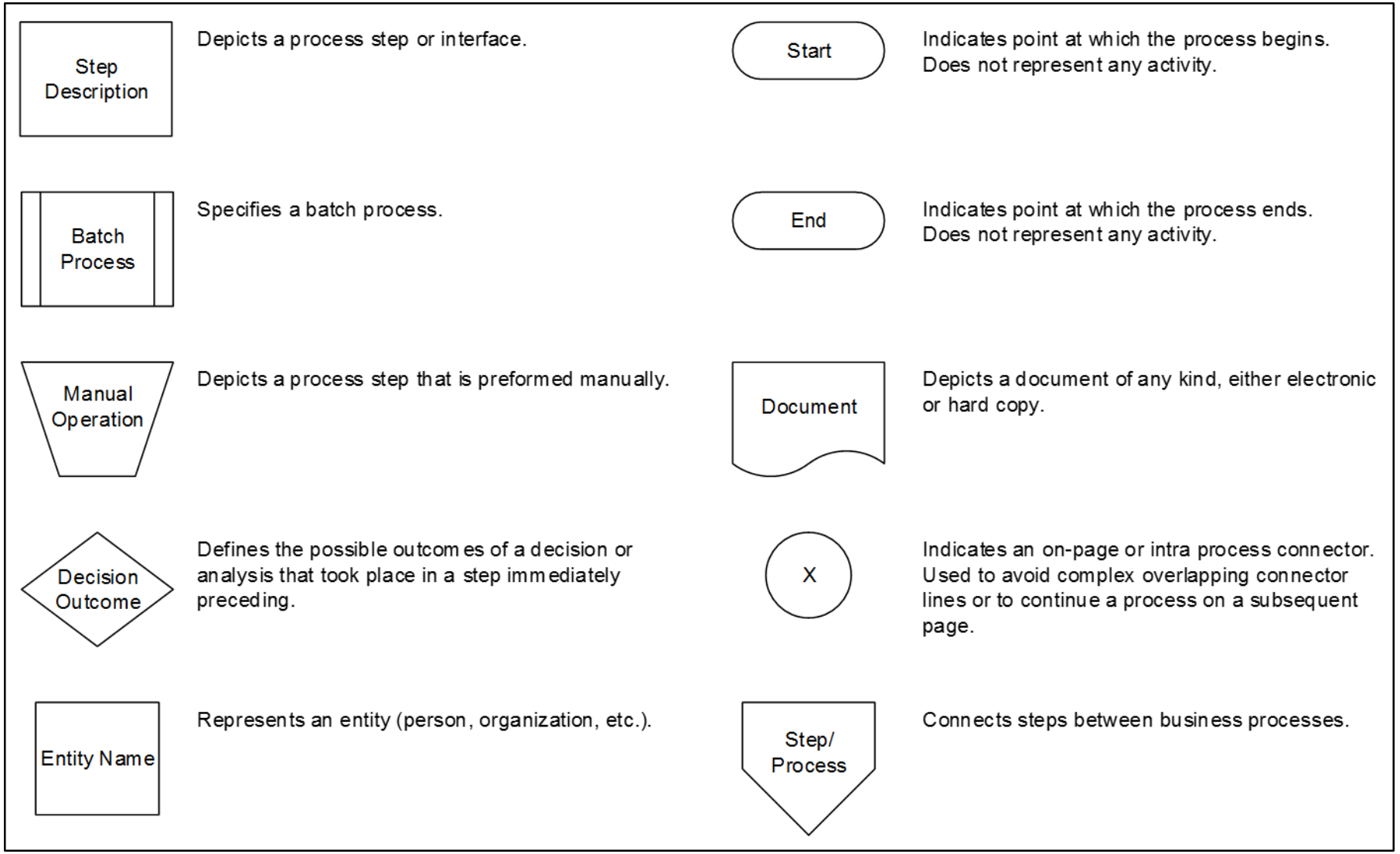


Payment Process



Flowchart Key