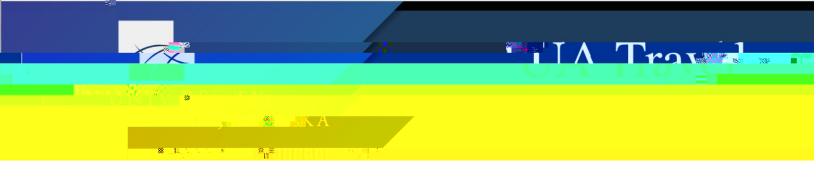# Report Approved for Payment

Once the Report is fully approved in Concur, the reconciliation and reimbursement processes are managed in Banner. UA staff must use Banner to check the status of an issued reimbursement check and verify the correct funding is charged.

1. The Processor (travel auditor) at the traveler's home campus approves the Report for payment
2. The Report is included in the nightly Concur extract which pulls the financial transactions from that day
3. UA computer program runs the next morning from the nightly extract
   a. Creates invoices in Banner to reimburse travelers from a general ledger due to/due from account (101010-0469)
   b. Creates JVs to post transactions to
      i. Depar

Reimbursements

Reimbursement is made to the traveler within 15 days after receipt of a properly completed and approved Report. (R05.02.060(15)(d))

Reimbursement payments are issued either through direct deposit or a physical check. Alaska.edu