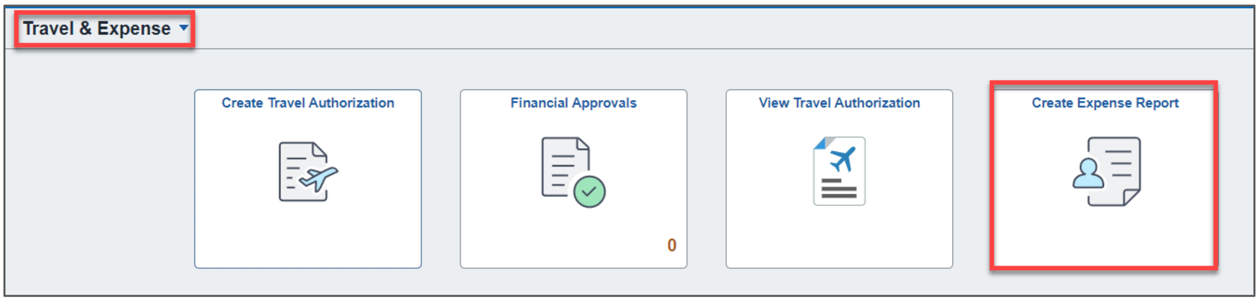
Apply Cash Advance

When a Cash Advance is paid to a traveler, it must be applied to the Expense Report after travel to calculate how much more the traveler needs to be reimbursed, or how much the traveler owes back to UTA.

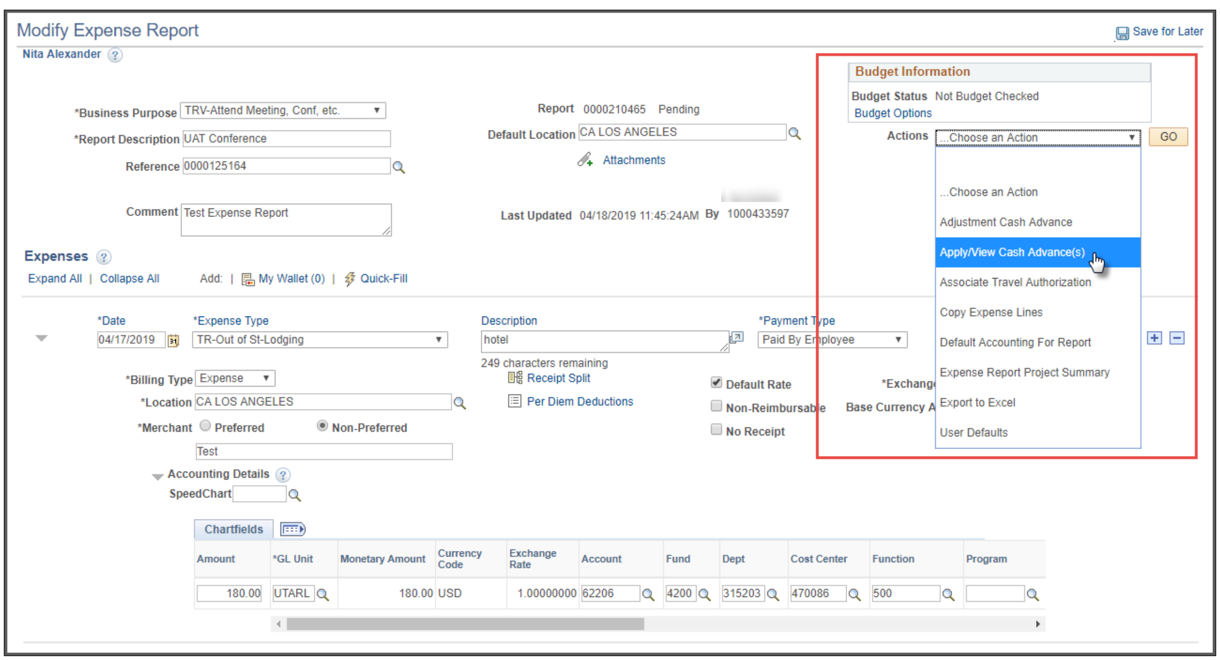
1. To apply a Cash Advance, begin by navigating to the Expense Report that will have the Cash Advance associated: go to the **Travel & Expense Homepage** and clicking the **Create Expense Report Tile.**



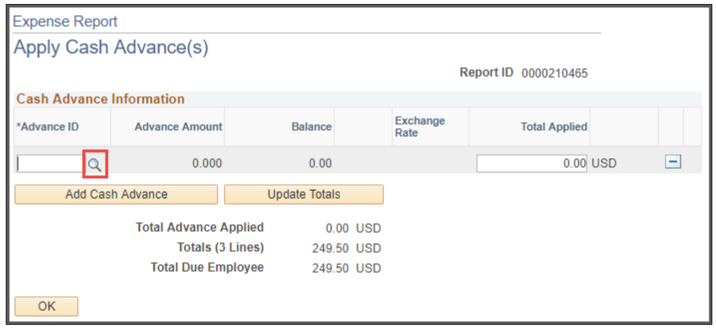
   Alternately, navigate to the page using the NavBar: **Menu > Financials > Travel and Expenses > Expense Report > Create/Modify.**

2. Select the **Find an Existing Value** tab and enter in the Report ID or Empl ID of the expense report that will have the cash advance associated. Click **Search**.

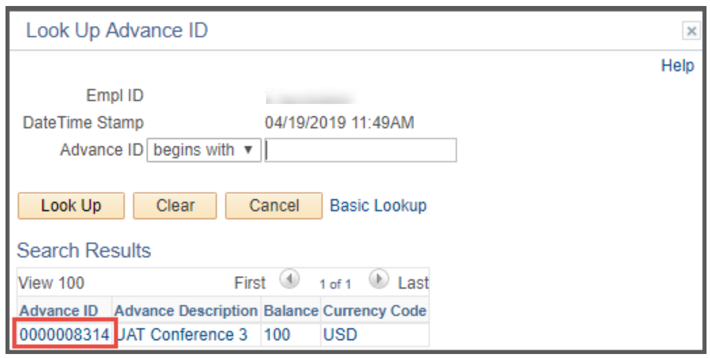
3. After completing all expense lines the cash advance must be applied to calculate how much the traveler needs to be reimbursed or must pay back. Click the **Actions** drop down menu and select **Apply/View Cash Advance(s)** and click **Go.**



4. At the Apply Cash Advance screen, click the **magnifying glass icon** next to the Advance ID. This will open the Look Up Advance ID screen with any Cash Advances that have been paid to the employee.

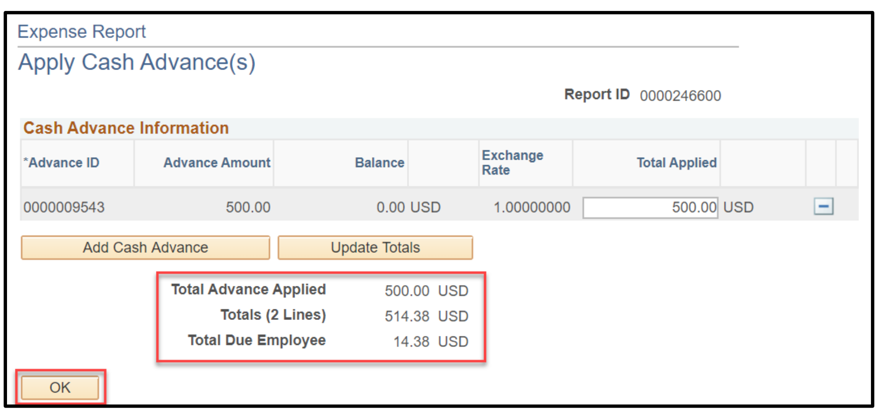


5. Click the **Advance ID** link to associate the advance with the expense report.



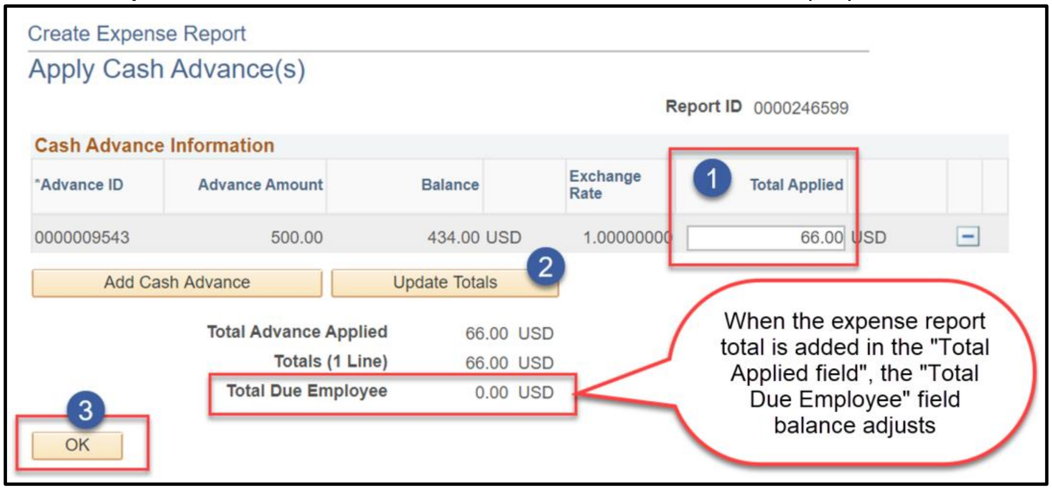
UTShare will return to the Apply Cash Advance screen. The selected advance will be listed with the total paid to the employee, and the total due, or the total the employee needs to be returned to the university.

6. If the expense report total is **Greater** than the cash advance, the **Total Due Employee** amount will display. (the difference between the expense report total and the cash advance).
   a. Click **OK** and finish the Expense Report.



7. If the expense report total is **Less** than the cash advance:
   a. Update the **Total Applied field** with the **expense report total amount** (in the Totals field).

b. Click the **Update Totals button**. This will calculate the Total Due Employee field is $0.00.

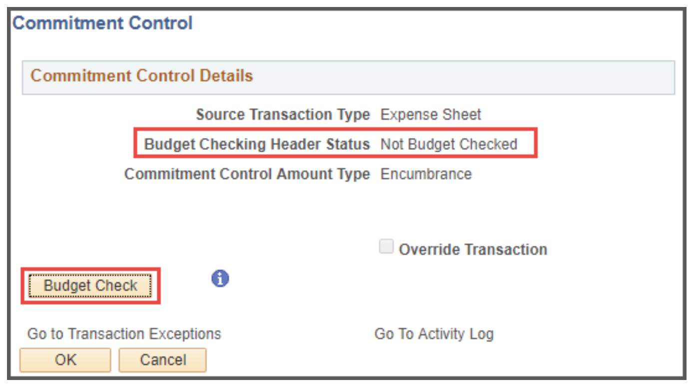


c. Click OK to go back to the expense report

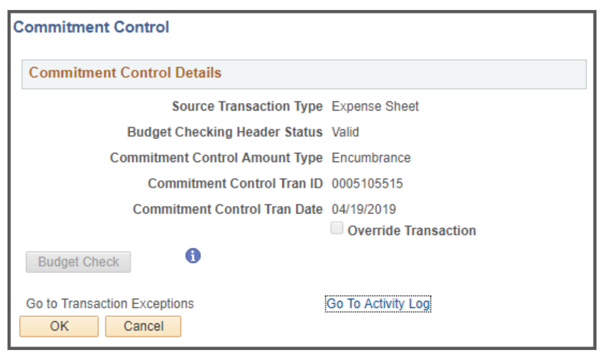
Note: *If necessary, click Add Cash Advance to add another advance to the report, or modify the Total Applied.*

8. Under Budget Information in the top right corner of the expense report, click **Budget Options**.

This will take you to the Commitment Control Details. The Budget Checking Header Status will specify if it has been budget checked or not. If Budget Check is still required, click **Budget Check**.



After processing, this page will display whether the budget check is valid or contains errors as well as the transaction date. Click **OK** to return to the Expense Report.



9. Click **Summary and Submit** in the top right corner. Review the Expense Report Summary and click **Submit Expense Report**, then **OK** to complete this process.