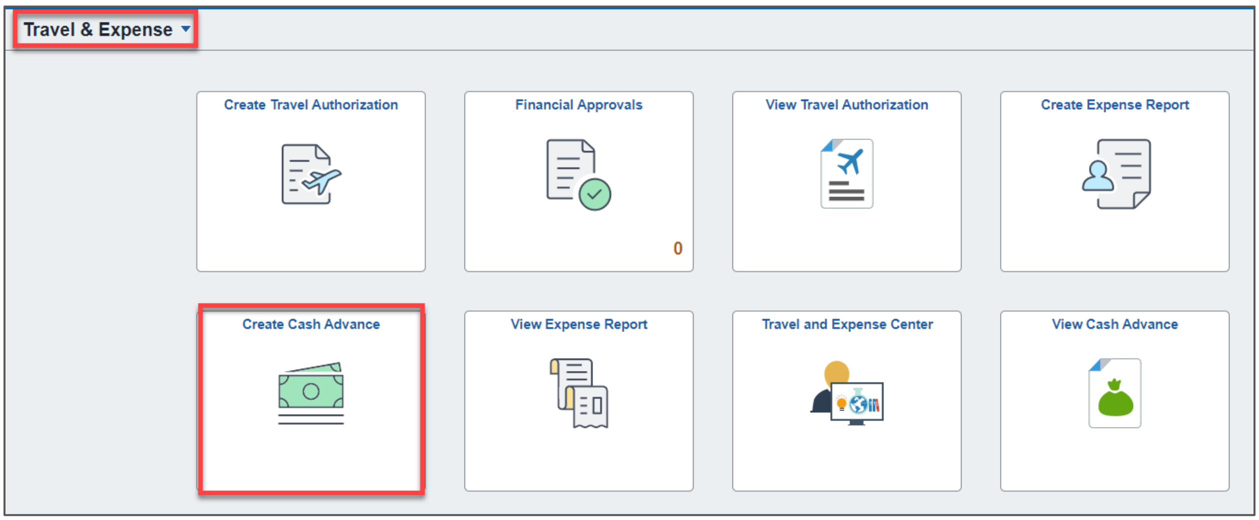
Create Cash Advance

A Cash Advance is a payment made to a traveler to cover out-of-pocket travel expenses. A traveler may be eligible for a cash advance if any of the following are true: The advance request is a minimum of $100.00, the destination is in an isolated area or region that does not accept credit cards, travel is for an extended period of time, faculty traveling with a group of students abroad or traveling for educational purposes, or if there's a financial hardship to the traveler. Cash Advances can also only be created for trips that have a fully approved Travel Authorization.

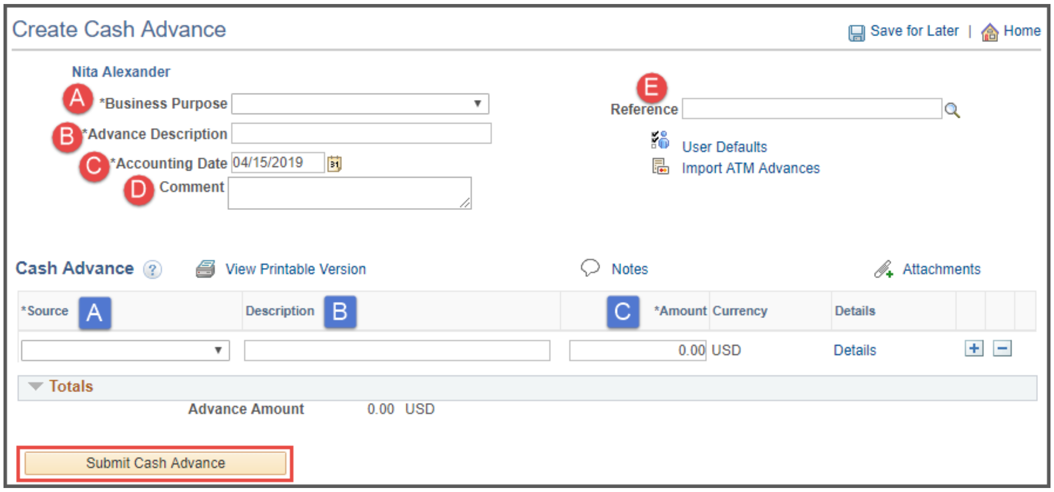
1. To Create a Cash Advance begin by navigating to the **Travel & Expense** Homepage, and click on the **Create Cash Advance** tile.



   Alternately, navigate to the page through the NavBar: **Menu > Financials > Travel and Expenses > Cash Advance > Create/Modify.**

2. The **Cash Advance** page is displayed. From the **Add a New Value** tab, enter or lookup the travelers **Empl ID** and click **Add**.
3. Complete the required fields under Create Cash Advance.
   a. Select a **Business Purpose** that closely identifies the purpose of the trip. This should be the same as the Travel Authorization.
   b. Provide a brief *(30 characters or less)* explanation of the trip in the **Advance Description** field. This should match the Travel Authorization.
   c. The **Accounting Date** will default to the current date. This should not be modified.
   d. The **Comment** field is used to provide additional details relating to the Cash Advance and the reason for requesting/the purpose of the Cash Advance.

e. Enter the TA number into the **Reference Field.** Do not use the magnifier lookup.



4. Complete all fields under the **Cash Advance** line,
    a. Select Payment as the **Source.**
    b. Provide a brief statement regarding the trip in the **Description** field. It is recommended to include the location.
    c. The **Amount** field is the total to be advanced to the employee.
5. Once all required fields are completed:
    a. Click **Submit Cash Advance**. The **Submit Confirmation** summary page will be displayed.
    b. Click **Ok.**
6. The View Cash Advance page will be displayed and a Cash Advance ID will be displayed.