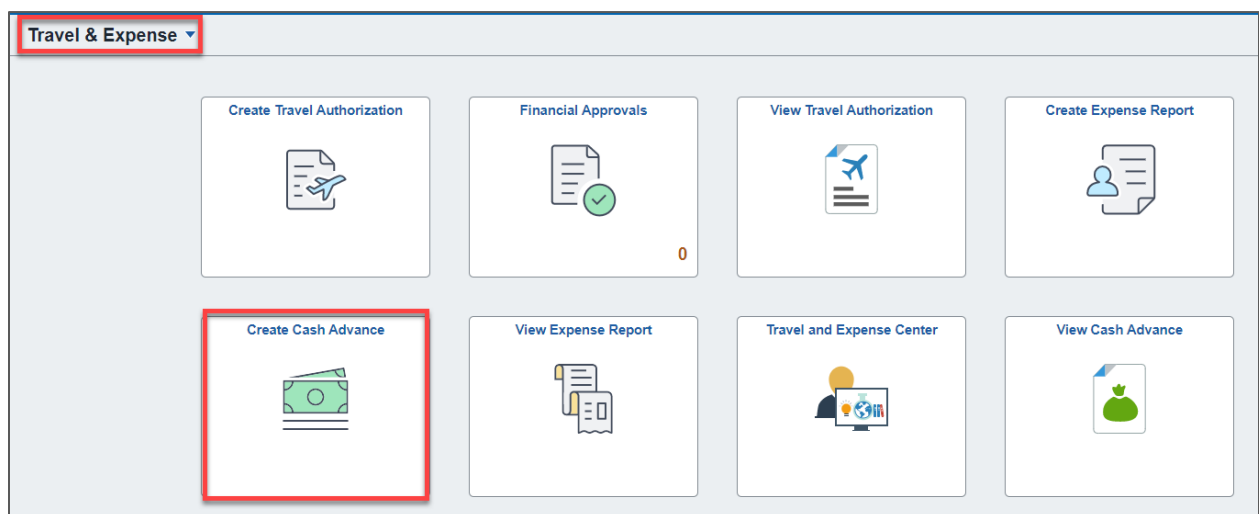


## Create Cash Advance

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.

The screenshot shows the 'Create Cash Advance' interface. At the top, it displays the user's name 'Nita Alexander' and navigation links for 'Save for Later' and 'Home'. The form contains several input fields: a dropdown for '\*Business Purpose' (labeled A), a text field for '\*Advance Description' (labeled B), a date field for '\*Accounting Date' (labeled C) set to 04/15/2019, and a text area for 'Comment' (labeled D). To the right, there is a 'Reference' field (labeled E) with a magnifying glass icon, and links for 'User Defaults' and 'Import ATM Advances'. Below the form, there are options for 'View Printable Version', 'Notes', and 'Attachments'. A table titled 'Cash Advance' is shown with columns: '\*Source' (A), 'Description' (B), '\*Amount' (C), and 'Currency'. The table contains one row with a value of '0.00 USD'. A 'Totals' section below the table shows 'Advance Amount 0.00 USD'. At the bottom, a 'Submit Cash Advance' button is highlighted with a red border.

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.