Create Cash Advance Job Aid

The purpose of this job aid is to explain how to create a 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.

2. The Cash Advance page is displayed. From the Add a New Value page, enter or lookup the traveler’s 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.

D. Enter the SpeedChart for the same Cost Center or Project that was used to fund the associated Travel Authorization

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 with the Cash Advance ID.