Request and Return of Cash Advances

Important Notice:

Cash Advances will be issued either by a direct deposit or a check depending on how you are set up in Accounts Payable to receive travel reimbursement.

***Please make sure to submit a request for a cash advance **at least 5 days prior** to the “Needed by” date, and no more than 10 days prior to the trip date. ***

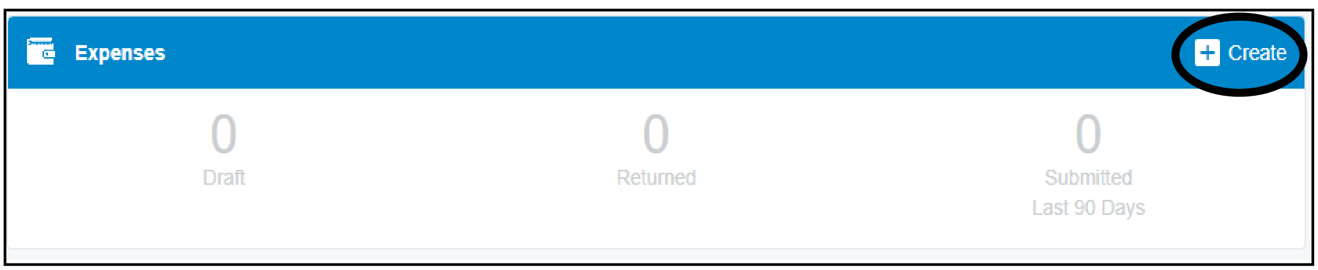
Important Notes:

*If you are taking a student/group trip and **only** requesting a Cash Advance, fill out an Expense Report and follow this training prior to your trip.

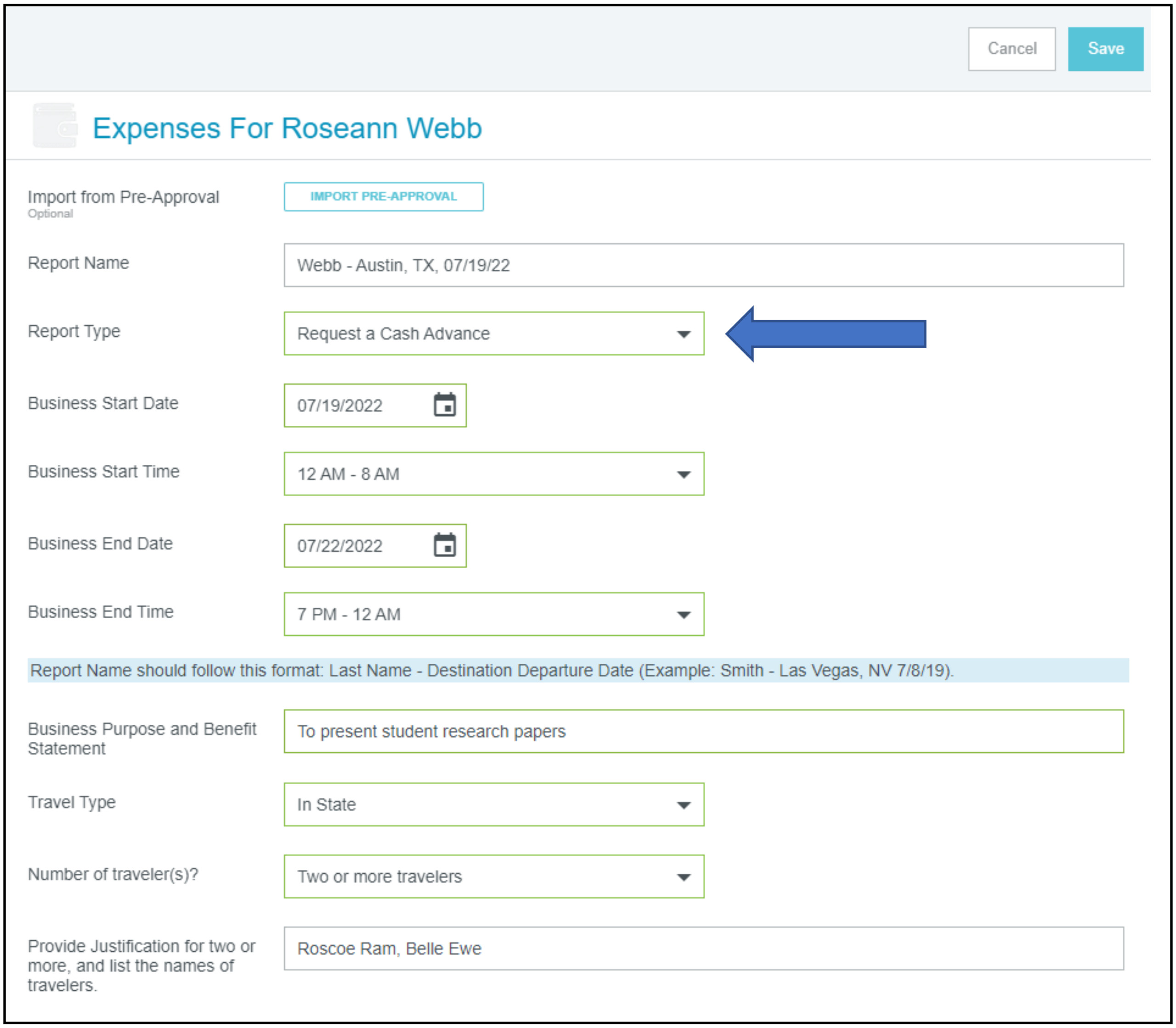
*If you are taking a student/group trip and plan on requesting reimbursement or having University Paid Expenses (BTA or Direct Bill) **and** a Cash Advance, then **both** a Pre-Approval and an Expense Report will need to be created prior to the trip and will need to reference each other.

Request a Cash Advance

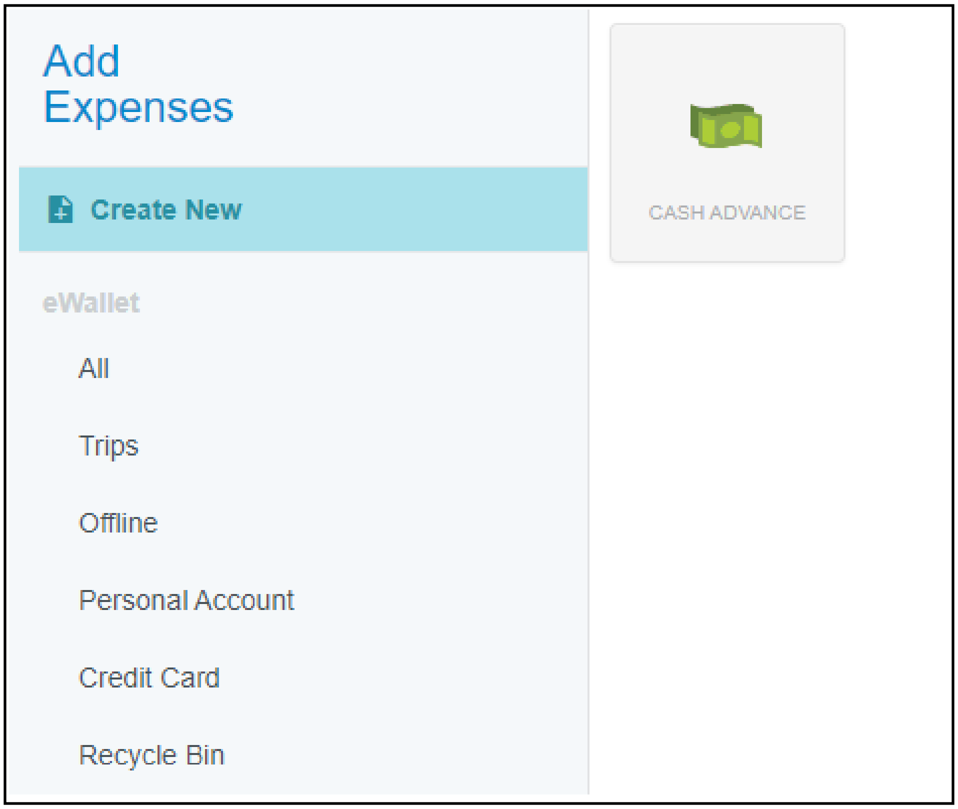
1. Create a “New Expense Report” in Chrome River.
   NOTE: Do NOT import a Pre-Approval. A Cash Advance is requested separately from a Pre-Approval.



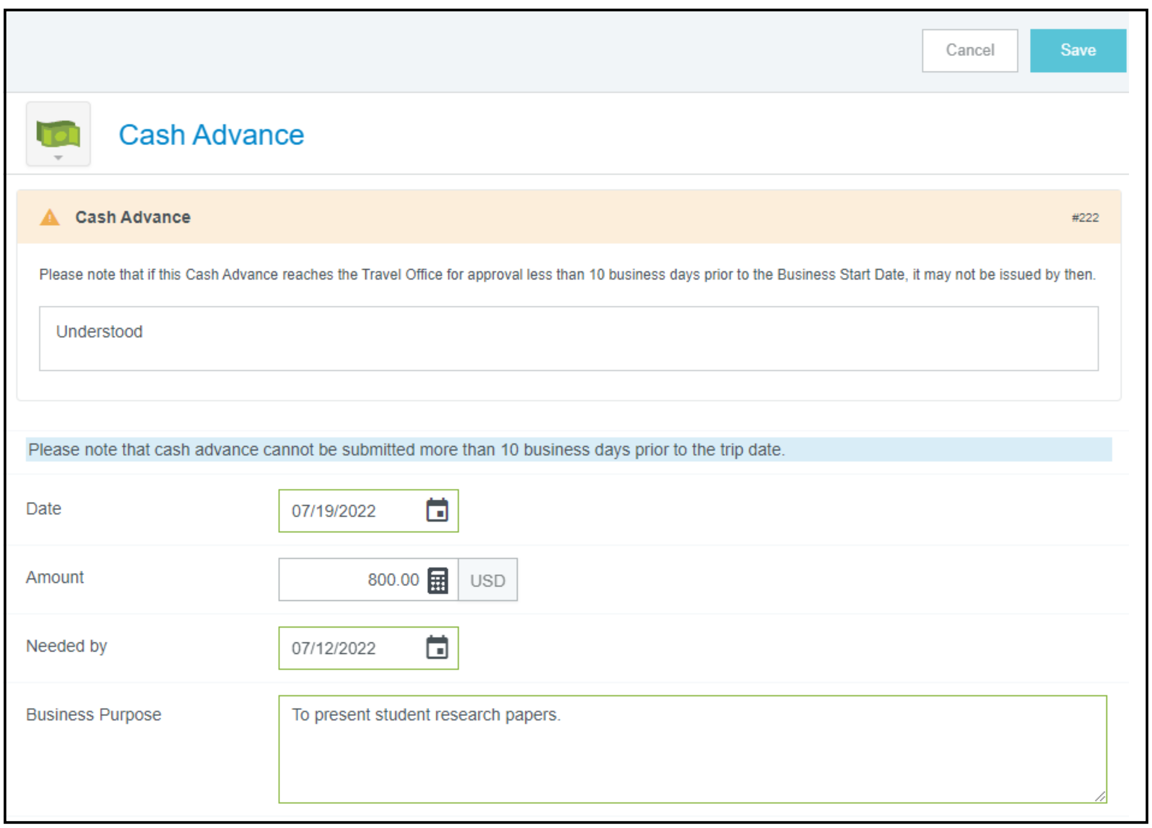
2. Complete the expense report header and be sure to select, “**Request a Cash Advance**” from the “**Report Type**” dropdown menu.
3. Click “**Save**”.



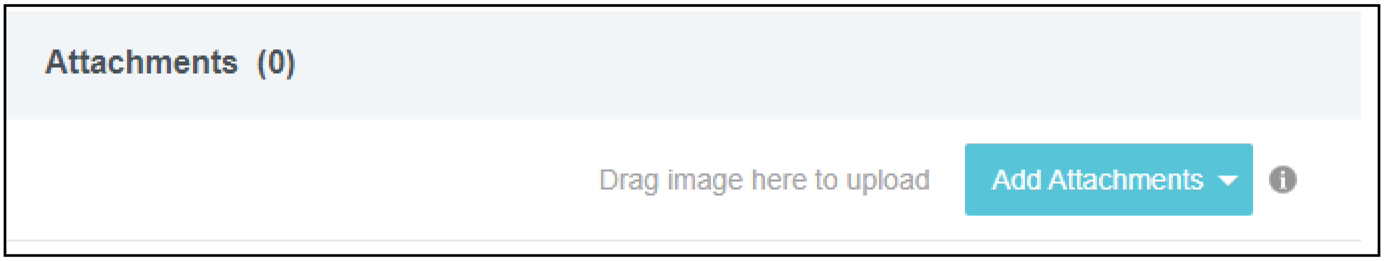
4. After saving the header, the “**Add Expenses**” pane will appear on the right-hand side of the screen.
5. Click the “**Cash Advance**” tile.

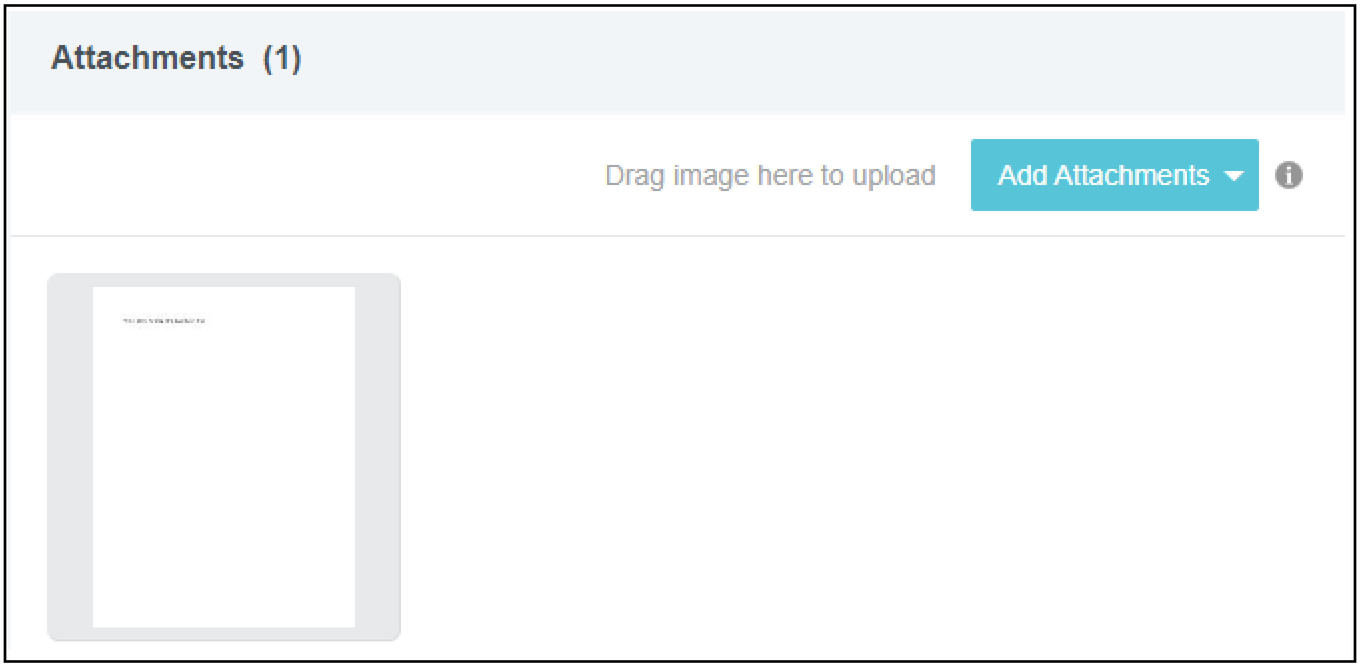


6. Enter the appropriate information for the Cash Advance.
__Note:__ Please make sure to submit a request for a cash advance **at least 5 days prior** to the "**Needed By**" date, and no more than 10 days prior to the trip date.

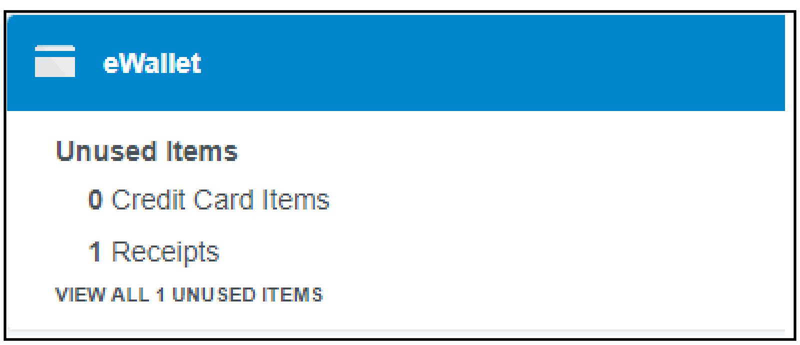


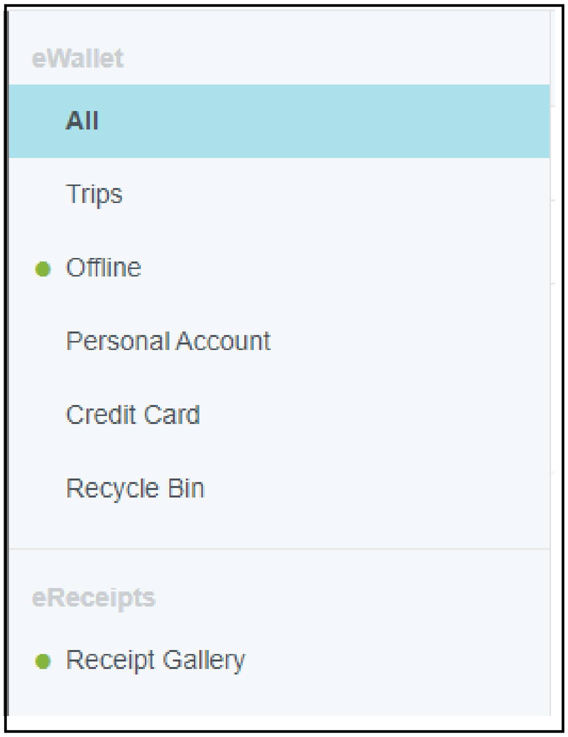
7. At the bottom of the Cash Advance screen, click "**Add Attachments**" or drag the file into the pane to upload supporting documentation that is usually needed for the Travel Office (i.e. student travel list).





8. Click “**Save**”.
9. Click “**Submit**”.
10. When the cash advance has been approved, it will appear in your **ewallet**.
11. Access your ewallet by clicking either the “**Credit Card Items**” or the “**Receipts**” option in the ewallet header row.
12. Click “**All**” under the ewallet header.



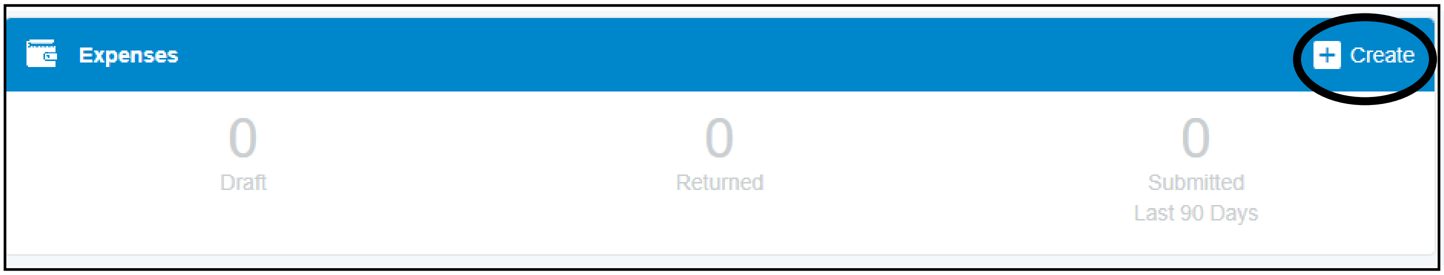


NOTE: If a cash advance is requested too far in advance (more than 10 days from the trip date), then the Travel Office will not approve it until it gets closer to the trip date.

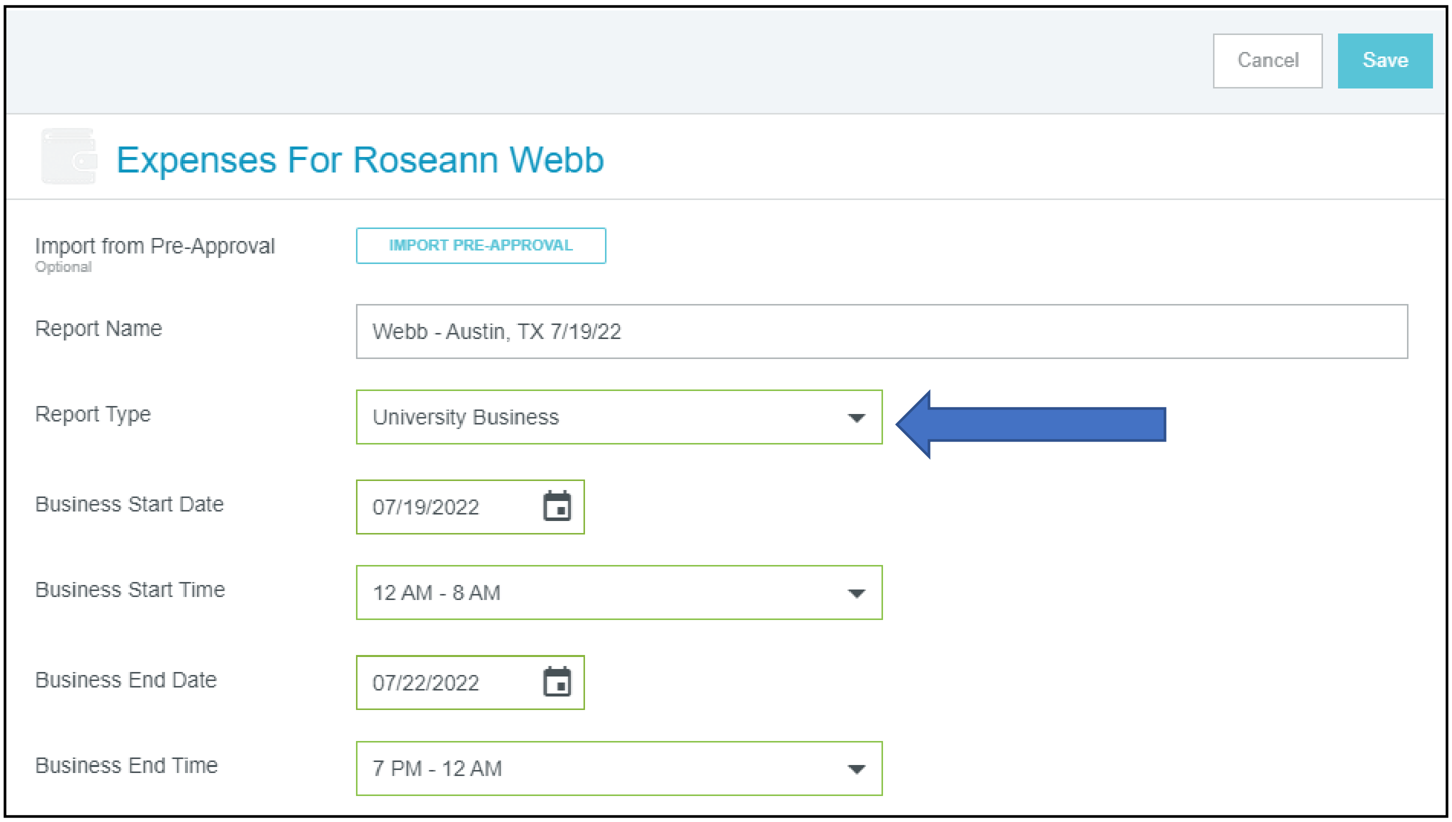
Cash Advance Return:

1. After your trip, you will need to create a **NEW** expense report.

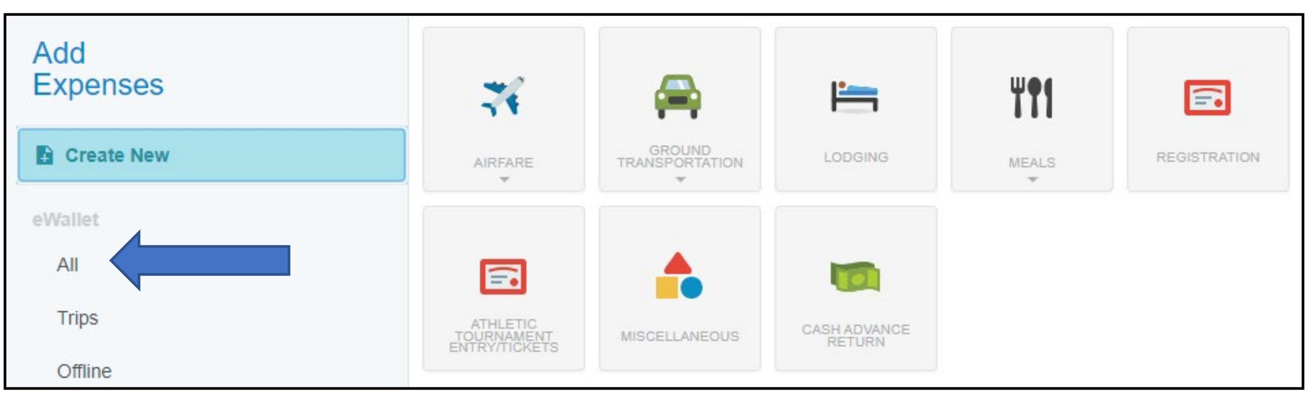
NOTE: Do not import a Pre-Approval since an Expense Report was created to receive a Cash Advance.



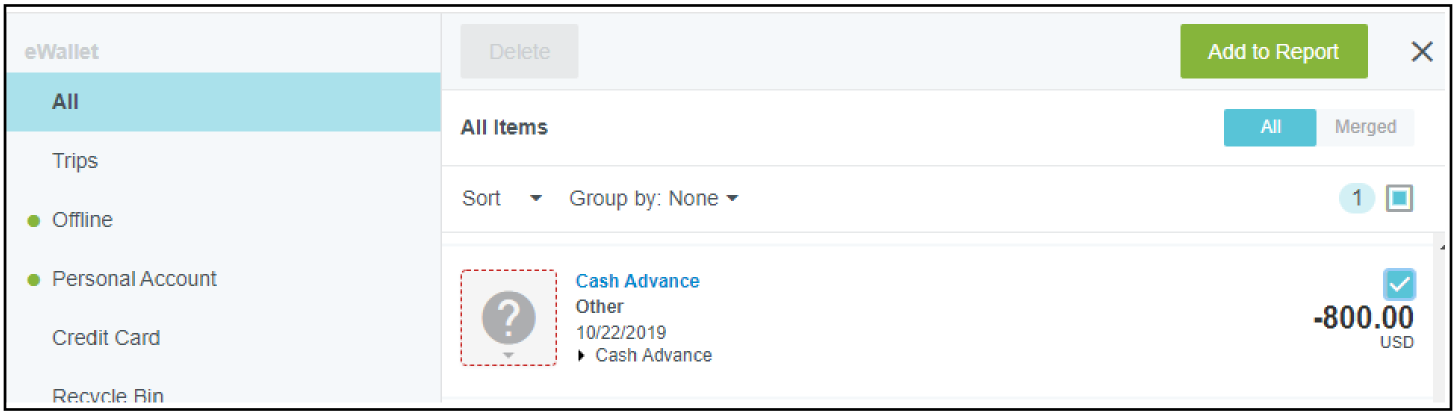
2. Select "**University Business**" as the "**Report Type**".



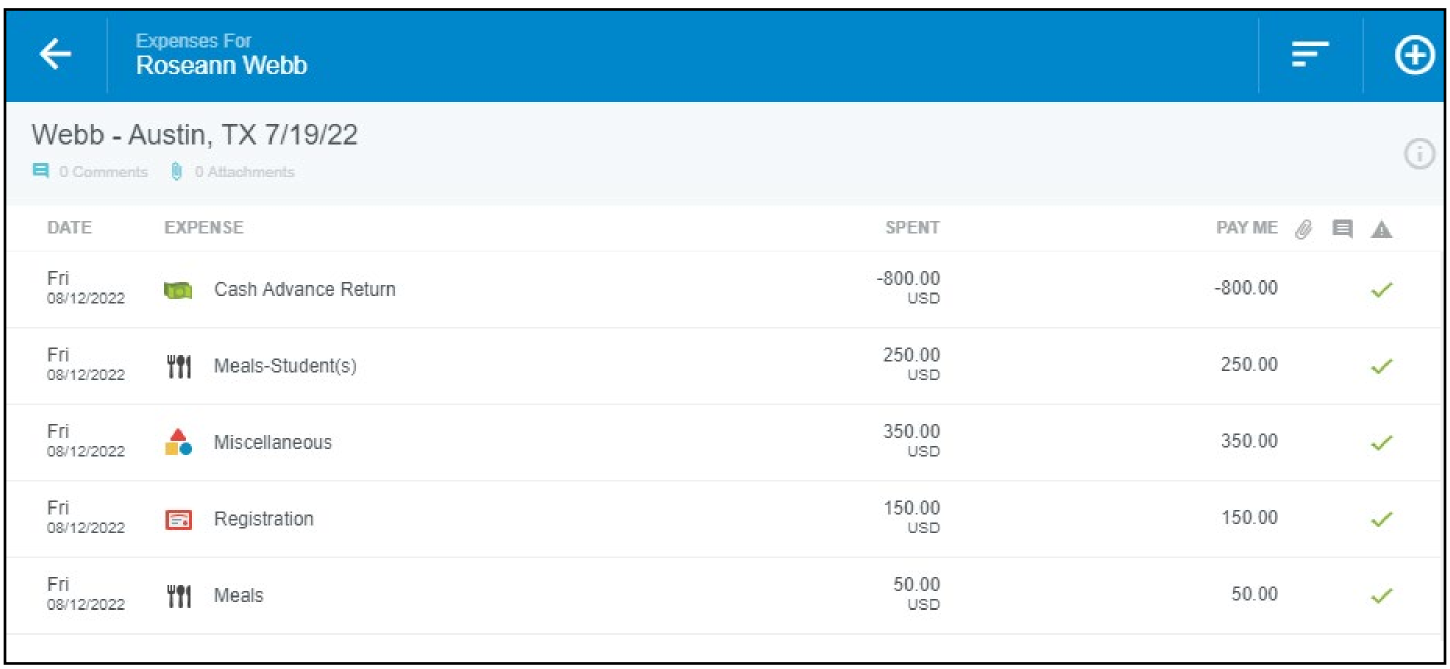
3. Click "**Save**".
4. After saving the header, the "Add Expenses" pane will appear on the right-hand side of your screen.
5. Select "**All**" under the ewallet.



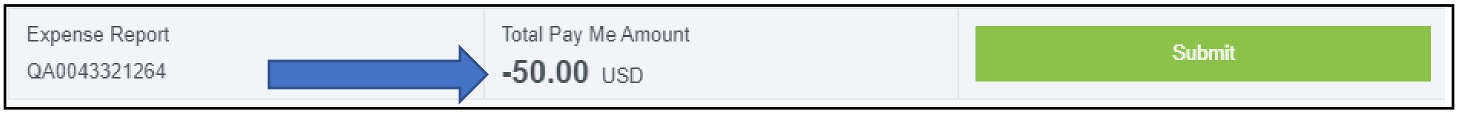
6. Select and add the Cash Advance that pertains to your trip.
7. Check the box for your trip, then click “**Add**”.



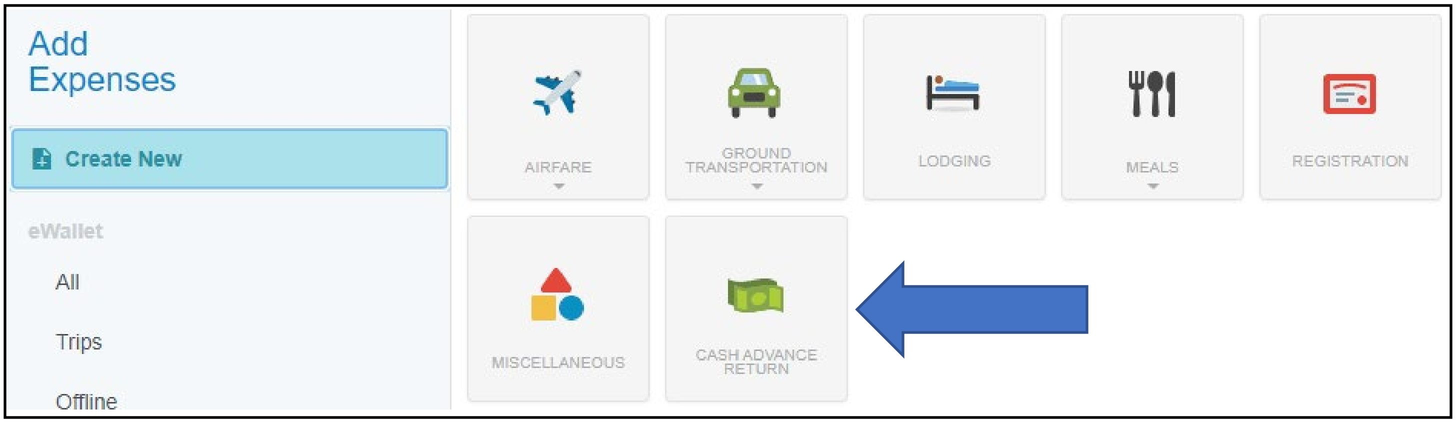
8. The “**Select Valid Expense Type**” pane will appear.
9. Select “**Cash Advance Return**”.
10. Fill in the necessary information and click “**Save**”. Please make sure to select **all** of the allocations used on the Cash Advance Request.
11. You are ready to itemize the cash advance with the types of expenses incurred on the trip.
12. Click the “+” button in the left-hand pane to add expense types.



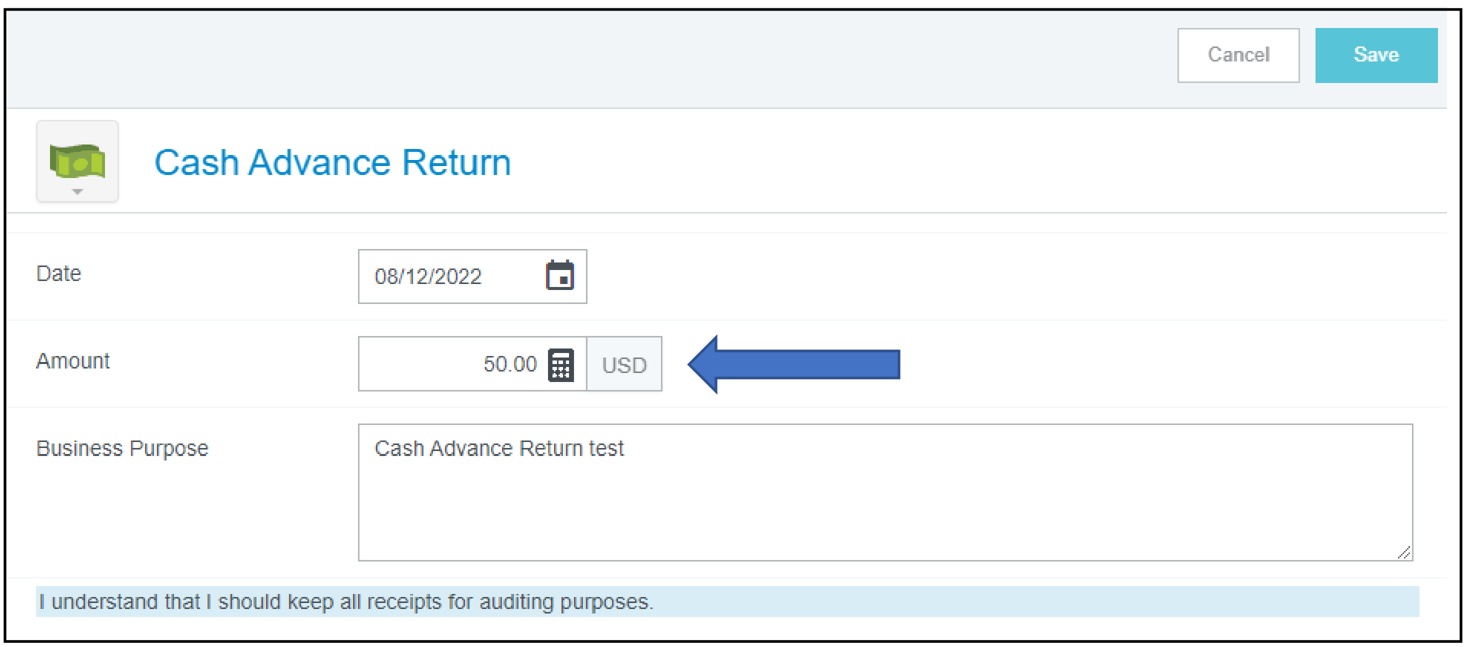
NOTE: If you have a negative balance, that amount should have been paid back to the Student Accounts/Bursar's Office.



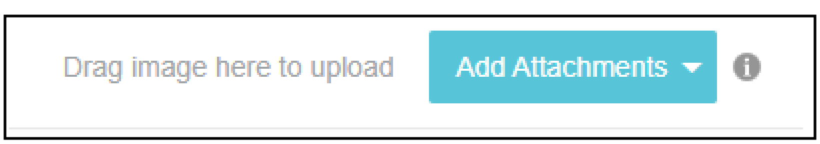
13. If you have a negative balance, select the "Cash Advance Return" tile.



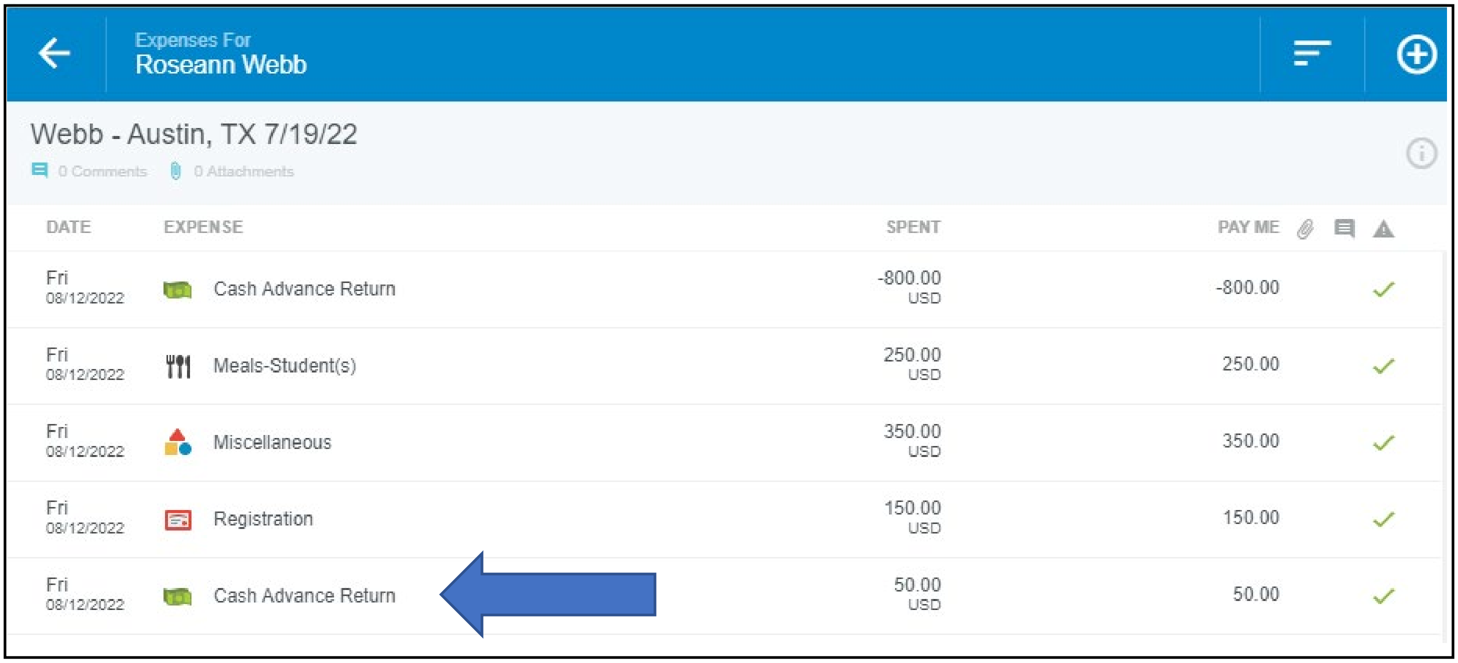
14. Input the negative balance amount to have it deposited back into the appropriate account.



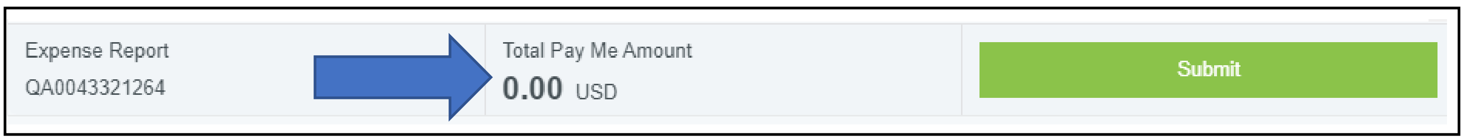
15. Attach the receipt that you obtain from the Student Accounts/Bursar's Office.



16. Click "**Save**".
17. Another "**Cash Advance Return**" expense line item will appear showing the deposited amount.



18. The “**Total Pay Me Amount**” should show “**0.00 USD**”.



19. The Cash Advance Return is now complete and can be submitted.