

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. ***

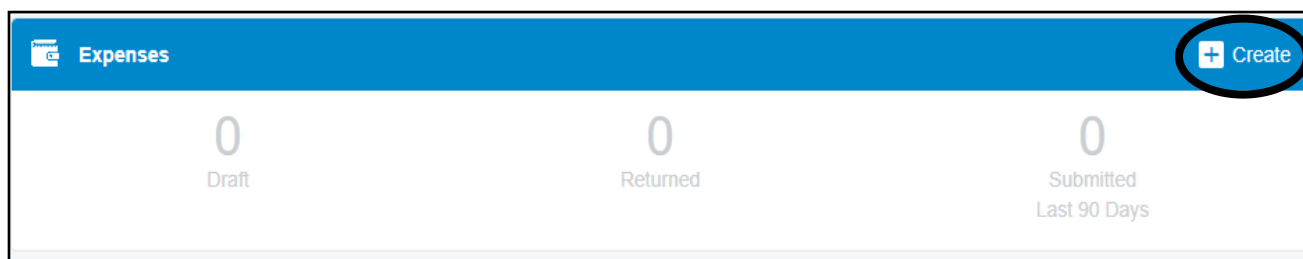
Important Notes:

*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.




Expenses			Create
0 Draft	0 Returned	0 Submitted Last 90 Days	

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

Cancel

Save

Expenses For Roseann Webb

Import from Pre-Approval
Optional


IMPORT PRE-APPROVAL

Report Name

Webb - Austin, TX, 07/19/22


Report Type

Request a Cash Advance




Business Start Date

07/19/2022




Business Start Time

12 AM - 8 AM




Business End Date

07/22/2022



Business End Time

7 PM - 12 AM




Report Name should follow this format: Last Name - Destination Departure Date (Example: Smith - Las Vegas, NV 7/8/19).

Business Purpose and Benefit Statement

To present student research papers


Travel Type

In State



Number of traveler(s)?

Two or more travelers



Provide Justification for two or more, and list the names of travelers.

Roscoe Ram, Belle Ewe

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.

Add Expenses

Create New

eWallet

All


Trips

Offline

Personal Account

Credit Card

Recycle Bin




CASH ADVANCE

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.

Cancel

Save



Cash Advance

Cash Advance

#222

Please note that if this Cash Advance reaches the Travel Office for approval less than 10 business days prior to the Business Start Date, it may not be issued by then.

Understood

Please note that cash advance cannot be submitted more than 10 business days prior to the trip date.

Date

07/19/2022

Amount

800.00

USD

Needed by

07/12/2022


Business Purpose

To present student research papers.

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).


Attachments (0)


Drag image here to upload

Add Attachments 


Attachments (1)

Drag image here to upload

Add Attachments 



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.

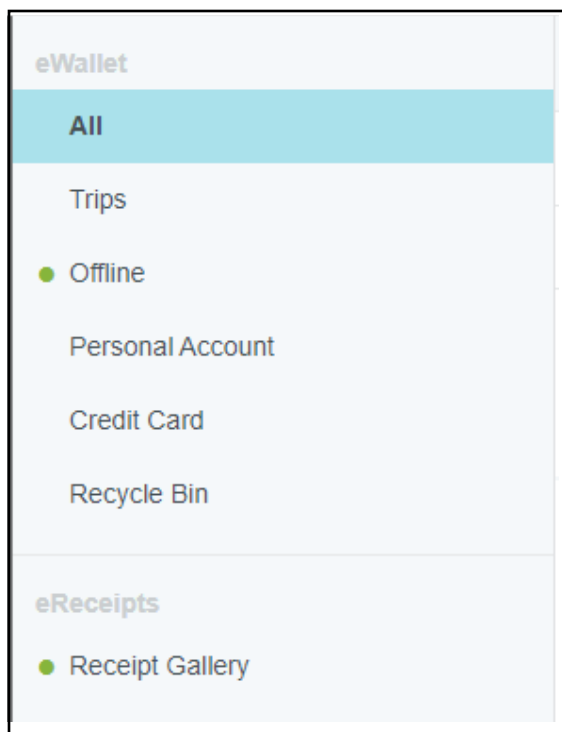
 eWallet

Unused Items

0 Credit Card Items

1 Receipts

VIEW ALL 1 UNUSED ITEMS

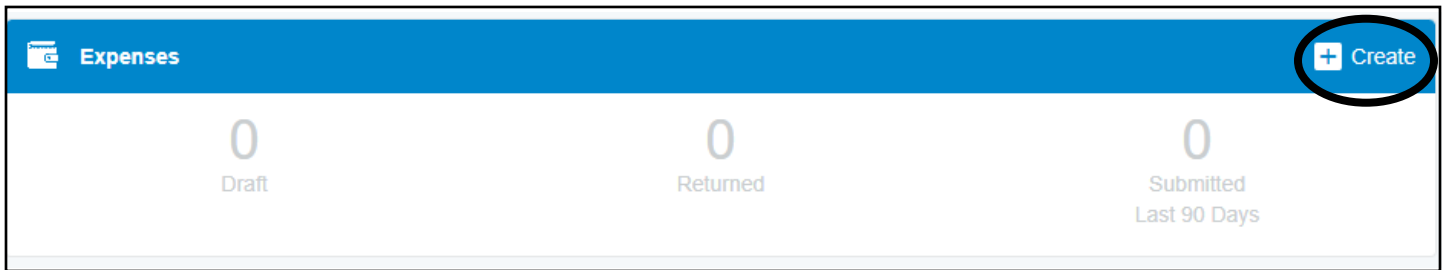


NOTE: If a cash advance is requested too far in advance (more than 10 days from the trip date), then the Travel Office will not approve it until it gets closer to the trip date.

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.

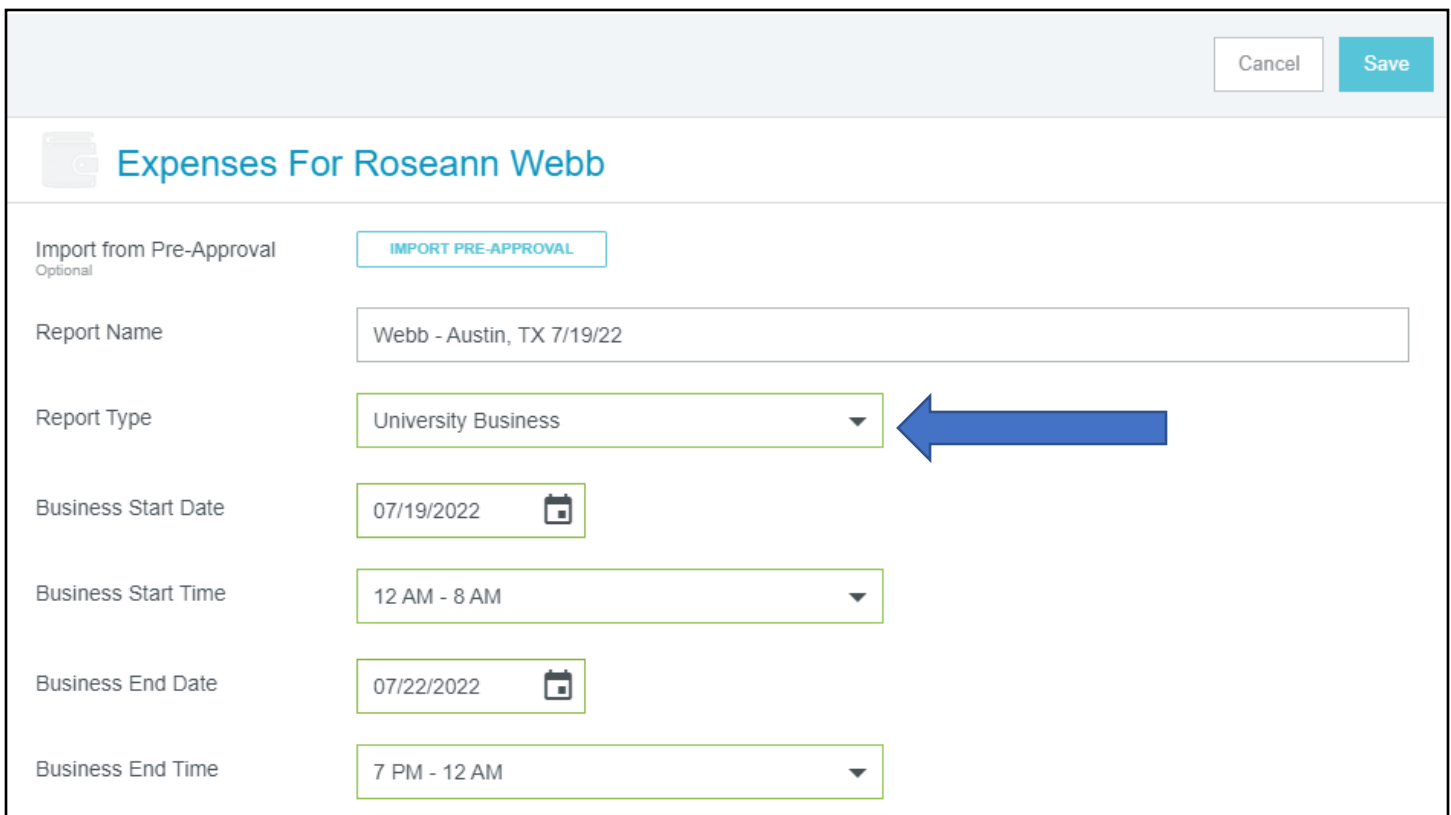


Expenses

0 Draft 0 Returned 0 Submitted Last 90 Days

+ Create

2. Select “**University Business**” as the “**Report Type**”.



Cancel Save

Expenses For Roseann Webb

Import from Pre-Approval Optional [IMPORT PRE-APPROVAL](#)

Report Name Webb - Austin, TX 7/19/22

Report Type University Business

Business Start Date 07/19/2022

Business Start Time 12 AM - 8 AM

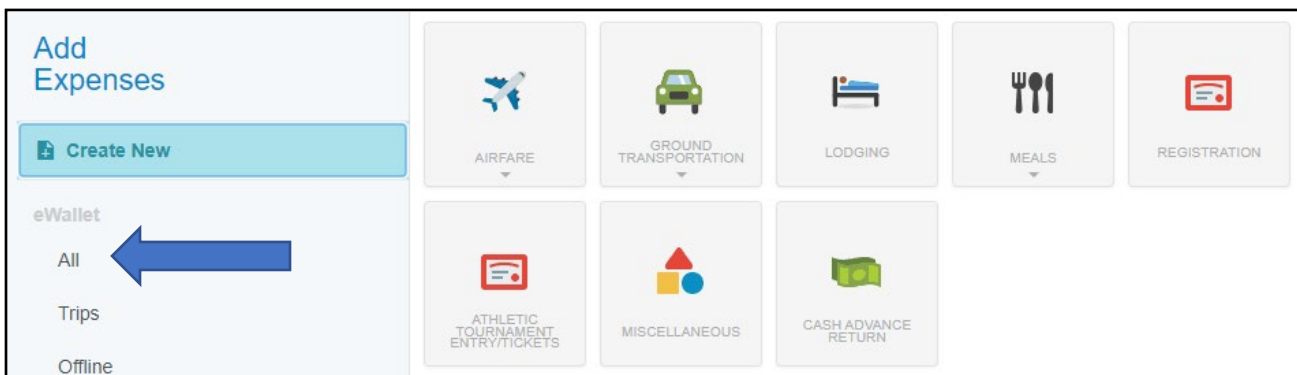
Business End Date 07/22/2022

Business End Time 7 PM - 12 AM

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.



Add Expenses

Create New

eWallet

All

Trips

Offline

AIRFARE

GROUND TRANSPORTATION

LODGING

MEALS

REGISTRATION

ATHLETIC TOURNAMENT ENTRY/TICKETS

MISCELLANEOUS

CASH ADVANCE RETURN

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

eWallet

Delete
Add to Report

All
Trips
Offline
Personal Account
Credit Card
Recycle Bin

All Items
Sort
Group by: None
1

?






Cash Advance
Other
10/22/2019
Cash Advance

☒
-800.00
USD

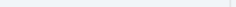
8. The **"Select Valid Expense Type"** pane will appear.
9. Select **"Cash Advance Return"**.
10. Fill in the necessary information and click **"Save"**. Please make sure to select all of the allocations used on the Cash Advance Request.
11. You are ready to itemize the cash advance with the types of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

Expenses For
Roseann Webb

Webb - Austin, TX 7/19/22
0 Comments
0 Attachments

Expenses For Roseann Webb					
Webb - Austin, TX 7/19/22					
0 Comments 0 Attachments					
DATE	EXPENSE	SPENT	PAY ME		
Fri 08/12/2022	 Cash Advance Return	-800.00 USD	-800.00	<input checked="" type="checkbox"/>	
Fri 08/12/2022	 Meals-Student(s)	250.00 USD	250.00	<input checked="" type="checkbox"/>	
Fri 08/12/2022	 Miscellaneous	350.00 USD	350.00	<input checked="" type="checkbox"/>	
Fri 08/12/2022	 Registration	150.00 USD	150.00	<input checked="" type="checkbox"/>	
Fri 08/12/2022	 Meals	50.00 USD	50.00	<input checked="" type="checkbox"/>	

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

Expense Report QA0043321264		Total Pay Me Amount -50.00 USD	Submit
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13. If you have a negative balance, select the “Cash Advance Return” tile.

Add Expenses


Create New


eWallet


All


Trips


Offline


AIRFARE


GROUND TRANSPORTATION

LODGING

MEALS

REGISTRATION


MISCELLANEOUS

CASH ADVANCE RETURN

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

Cancel


Save



Cash Advance Return


Date

08/12/2022




Amount

50.00



USD



Business Purpose

Cash Advance Return test

I understand that I should keep all receipts for auditing purposes.

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

Drag image here to upload [Add Attachments](#)

16. Click **Save**.

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

Expenses For Roseann Webb					
Webb - Austin, TX 7/19/22					
0 Comments 0 Attachments					
DATE	EXPENSE	SPENT	PAY ME		
Fri 08/12/2022	Cash Advance Return	-800.00 USD	-800.00		✓
Fri 08/12/2022	Meals-Student(s)	250.00 USD	250.00		✓
Fri 08/12/2022	Miscellaneous	350.00 USD	350.00		✓
Fri 08/12/2022	Registration	150.00 USD	150.00		✓
Fri 08/12/2022	Cash Advance Return	50.00 USD	50.00		✓

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

Expense Report QA0043321264	Total Pay Me Amount 0.00 USD	Submit
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19. The Cash Advance Return is now complete and can be submitted.