

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:

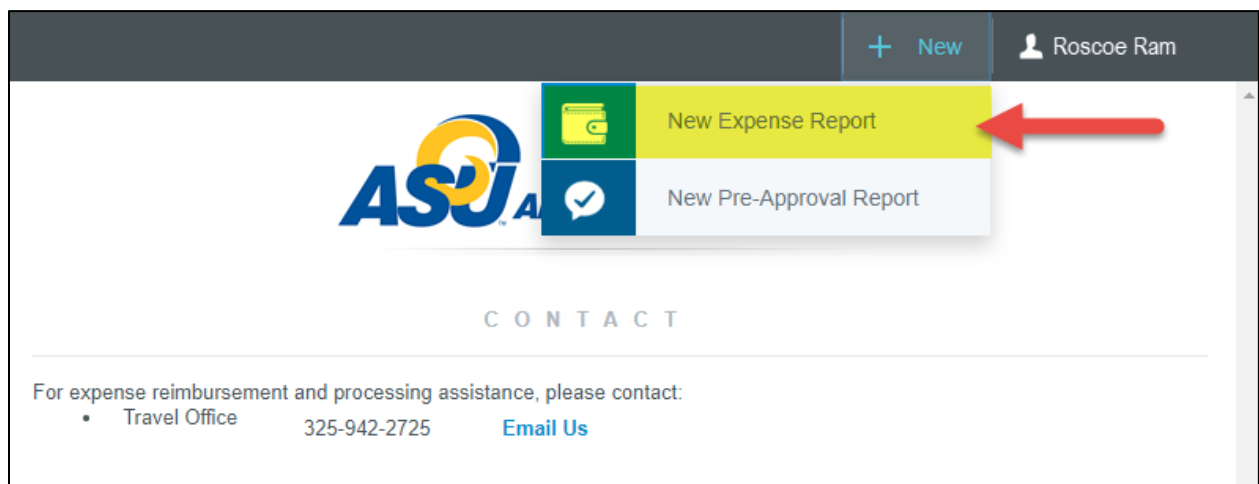
*If you are taking a student/group trip and **only** requesting a cash advance, fill out an Expense Report and follow this training prior to trip.

*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 the trip and will need to **reference each other.**

Request a Cash Advance:

- 1.) Open a “New Expense Report” in Chrome River.

NOTE: Do **NOT** import a Preapproval. 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 “Trip Type” dropdown menu.
- 3.) Click “Save”.

Cancel

Save

Expenses for Roscoe Ram

Import from Pre-Approval
Optional

IMPORT PRE-APPROVAL

Trip Name

Ram - Austin, TX 07/19/19

Business Start Date

07/19/2019



Business Start Time

8 AM - 12 PM



Business End Date

07/21/2019



Business End Time

7 PM - 12 AM



Trip 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 a research paper

Travel Type

In State



Trip Type

Request a Cash Advance



How many people attended this event?

Individual Travel



Destination

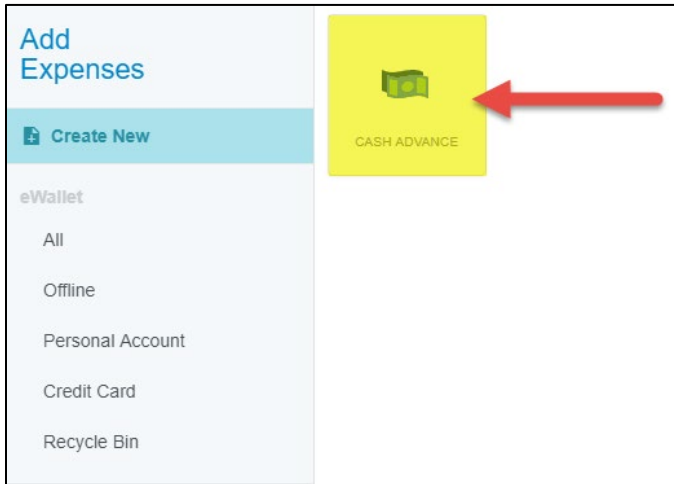
Austin, TX - 73344

Student(s) Traveling?

No



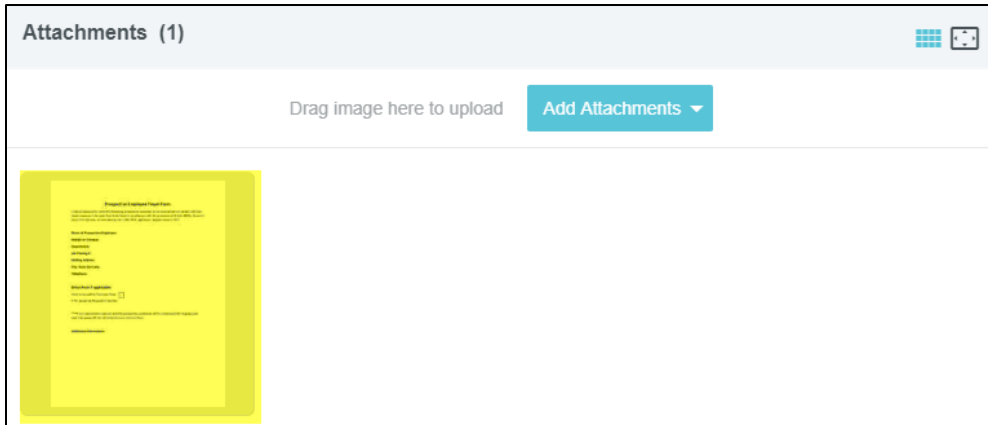
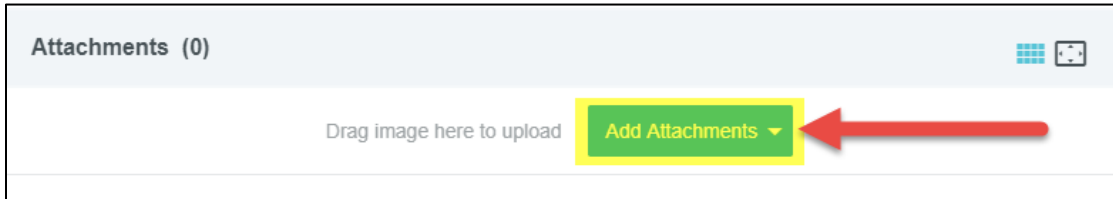
- 4.) After saving the header, the “Add Expenses” pane will appear on the right-hand side.
- 5.) Click the “Cash Advance” tile.



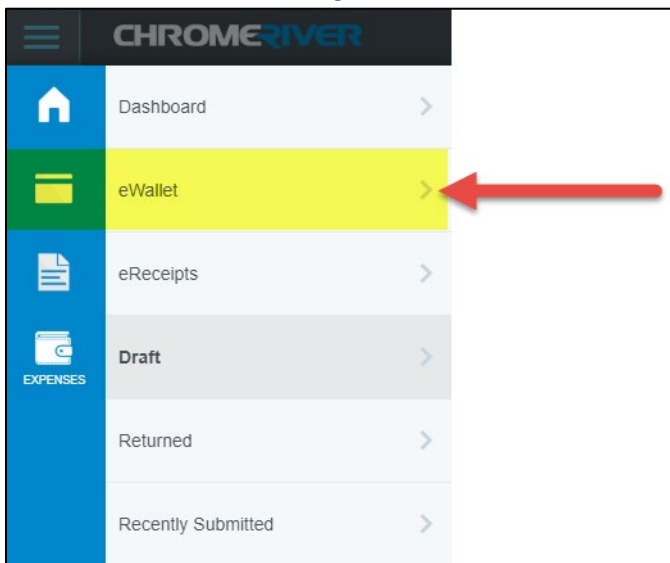
- 6.) Enter the appropriate information for the cash advance.
NOTE: Please make sure to submit a request for a cash advance **at least 5 days prior** to the “**Needed By**” date, and **no more than 10 days prior** to the trip date.

The screenshot displays the 'Cash Advance' form. At the top right, there are 'Cancel' and 'Save' buttons. The form title is 'Cash Advance' with a money icon. A blue informational banner states: 'Please note that cash advance cannot be submitted more than 10 business days prior to the trip date.' The form contains several input fields: 'Date' (07/19/2019), 'Amount' (200.00 USD), and 'Needed by' (07/12/2019). The 'Business Purpose' field contains the text 'To present a research paper'. Below this is another blue banner: 'I understand that I should keep all receipts for auditing purposes.' The 'Allocation' section shows a text box with the value '0100-60105-6020 IT Technology Services General Institutional' and an 'Add Allocation' button. At the bottom, the 'GL_ACCT' field is set to '7905'.

- 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 the hamburger menu in the top left-hand corner of the screen, next to the Chrome River logo.

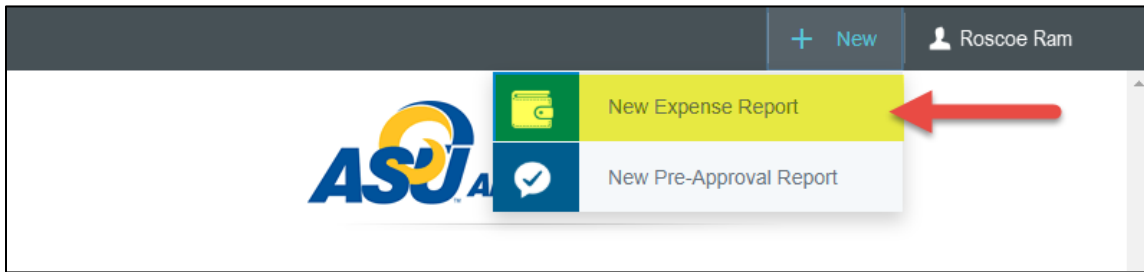


NOTE: If a cash advance is requested too far in advance (more than 10 days from the trip date), then the Travel Office will not approve it until it gets closer to the trip date.

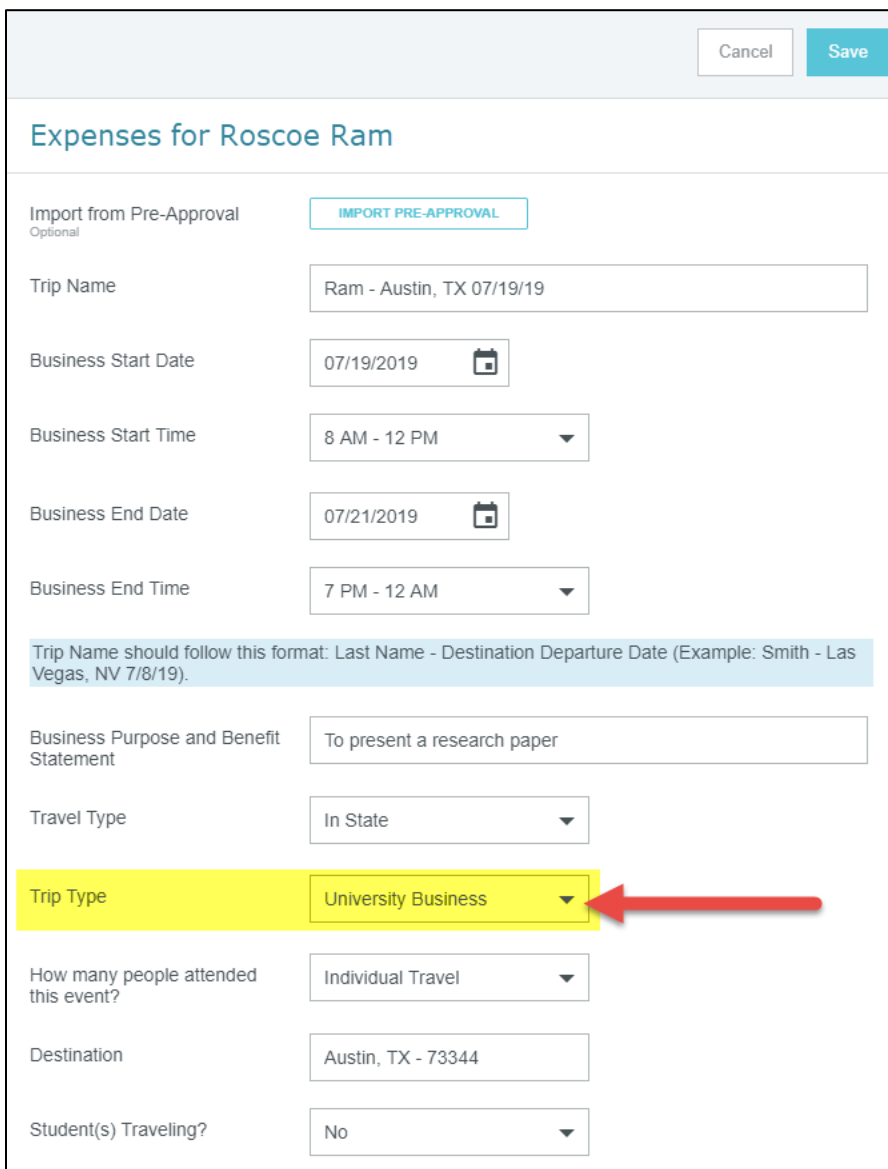
Cash Advance Return:

- 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 a **“Trip Type”** that is related to the type of business you conducted while on your trip.



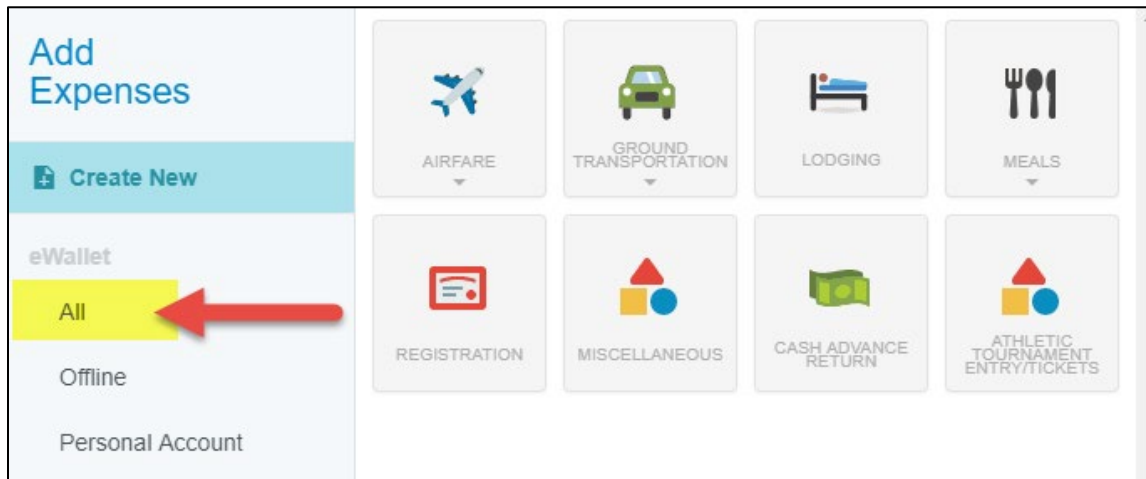
A screenshot of a web form titled 'Expenses for Roscoe Ram'. The form has a 'Cancel' button and a 'Save' button at the top right. The form fields are as follows:

- Import from Pre-Approval** (Optional): A button labeled 'IMPORT PRE-APPROVAL'.
- Trip Name**: Text input field containing 'Ram - Austin, TX 07/19/19'.
- Business Start Date**: Date picker showing '07/19/2019'.
- Business Start Time**: Dropdown menu showing '8 AM - 12 PM'.
- Business End Date**: Date picker showing '07/21/2019'.
- Business End Time**: Dropdown menu showing '7 PM - 12 AM'.
- Business Purpose and Benefit Statement**: Text input field containing 'To present a research paper'.
- Travel Type**: Dropdown menu showing 'In State'.
- Trip Type**: Dropdown menu showing 'University Business' (highlighted in yellow with a red arrow pointing to it).
- How many people attended this event?**: Dropdown menu showing 'Individual Travel'.
- Destination**: Text input field containing 'Austin, TX - 73344'.
- Student(s) Traveling?**: Dropdown menu showing 'No'.

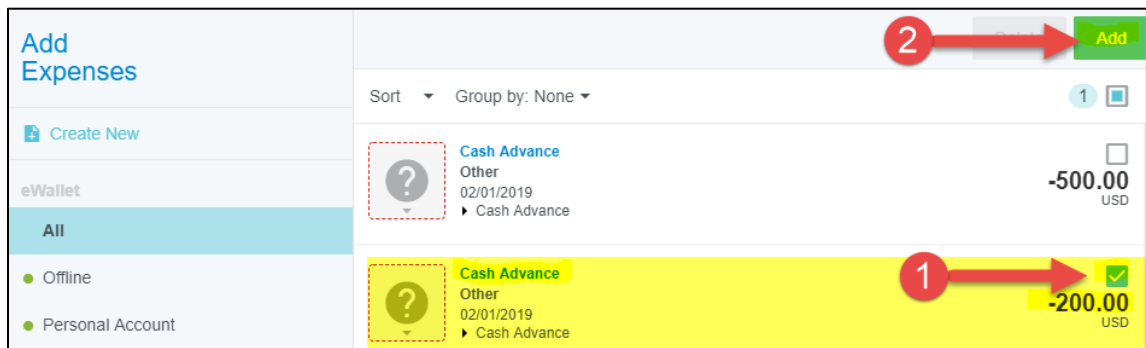
A blue tooltip message is visible below the date fields: 'Trip Name should follow this format: Last Name - Destination Departure Date (Example: Smith - Las Vegas, NV 7/8/19).'

- 3.) Click **“Save”**.

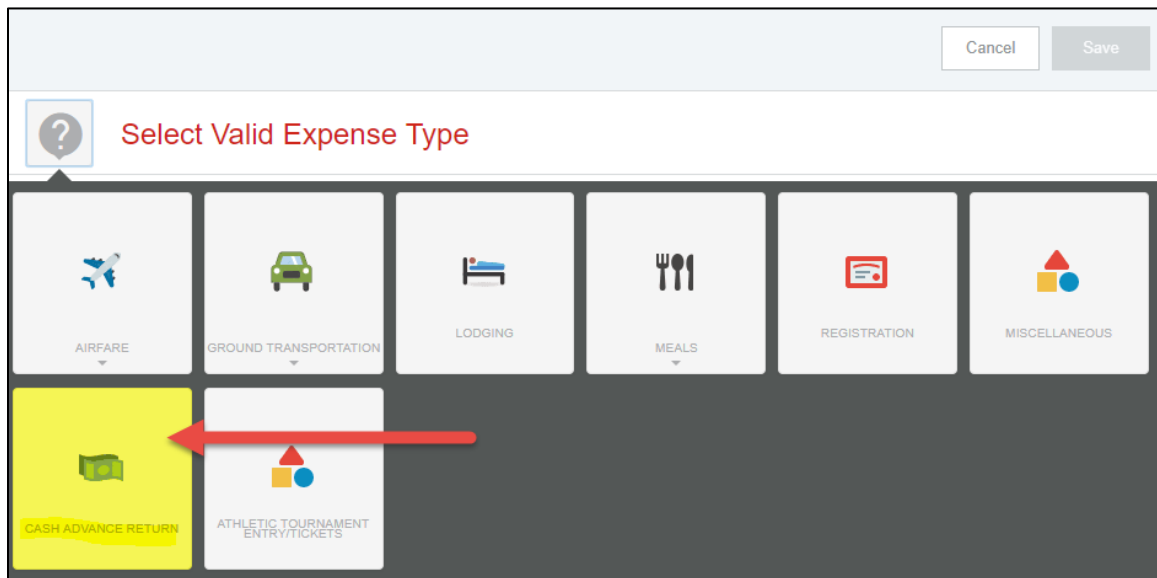
- 4.) After saving the header, the “Add Expenses” pane will appear on the right-hand side.
- 5.) Select “All” under the eWallet



- 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.

Cash Advance Return

Date: 02/01/2019

Amount: -200.00 USD

Business Purpose: To present a research paper that will enable me to bring about awareness of Angelo State University.

Personal Charge:

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

Allocation

+ Add Allocation

GL_ACCT: 7905

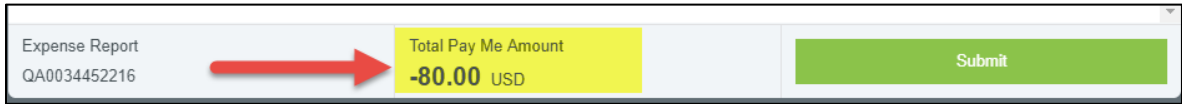
11.) You are ready to itemize the cash advance with the types of expenses incurred on the trip.

12.) Click the "+" button in the left-hand pane to add expense types.



DATE	EXPENSE	SPENT	PAY ME
Fri 02/01/2019	Cash Advance Return	-200.00 USD	-200.00 ✓
Fri 02/01/2019	Meals-Student(s)	20.00 USD	20.00 ✓
Fri 02/01/2019	Miscellaneous	50.00 USD	50.00 ✓
Fri 02/01/2019	Meals	50.00 USD	50.00 ✓

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

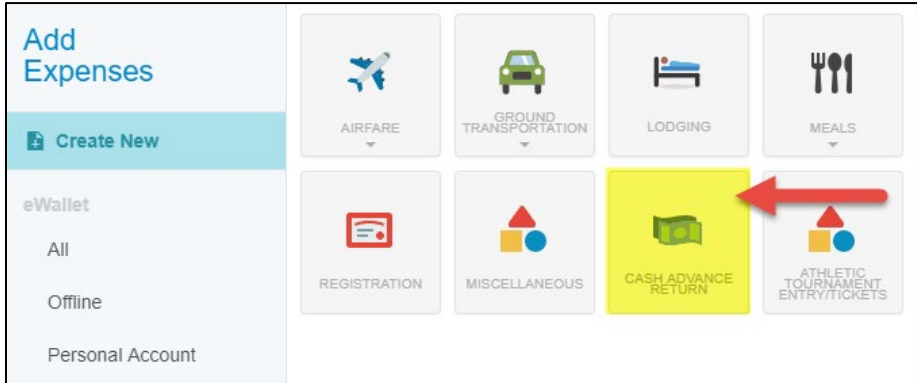


Expense Report
QA0034452216

Total Pay Me Amount
-80.00 USD

Submit

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



Add Expenses

Create New

eWallet

- All
- Offline
- Personal Account

AIRFARE

GROUND TRANSPORTATION

LODGING

MEALS

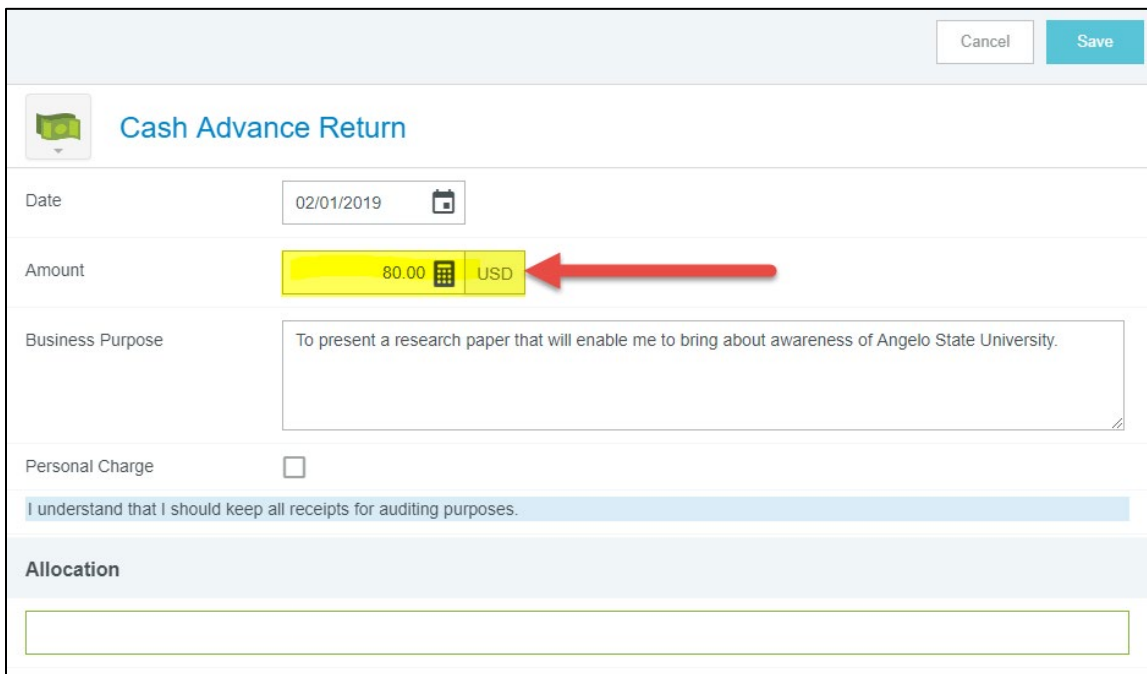
REGISTRATION

MISCELLANEOUS

CASH ADVANCE RETURN

ATHLETIC TOURNAMENT ENTRY/TICKETS

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



Cancel Save

Cash Advance Return

Date: 02/01/2019

Amount: 80.00 USD

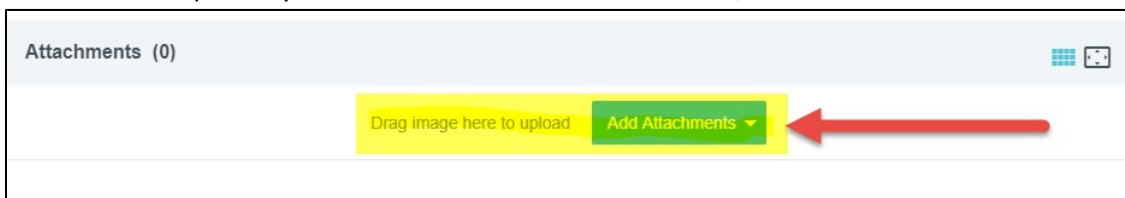
Business Purpose: To present a research paper that will enable me to bring about awareness of Angelo State University.

Personal Charge:

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

Allocation

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



Attachments (0)

Drag image here to upload

Add Attachments

16.) Click **"Save"**.

17.) Another “Cash Advance Return” expense line item will appear showing the deposited amount.

DATE	EXPENSE	SPENT	PAY ME
Fri 02/01/2019	Cash Advance Return	-200.00 USD	-200.00 ✓
Fri 02/01/2019	Meals-Student(s)	20.00 USD	20.00 ✓
Fri 02/01/2019	Miscellaneous	50.00 USD	50.00 ✓
Fri 02/01/2019	Meals	50.00 USD	50.00 ✓
Fri 02/01/2019	Cash Advance Return	80.00 USD	80.00 ✓

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

Expense Report QA0034452216	Total Pay Me Amount 0.00 USD	Submit
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19.) The Cash Advance return is now complete and can be submitted.