

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. ***

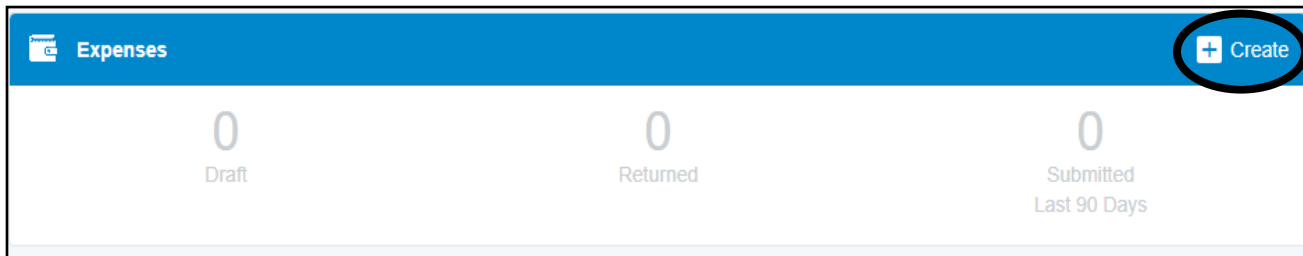
Important Notes:

*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”.

Expenses For Roseann Webb


Import from Pre-Approval
Optional

Report Name

Report Type 

Business Start Date 

Business Start Time

Business End Date 

Business End Time

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

Business Purpose and Benefit Statement

Travel Type

Number of traveler(s)?


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

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

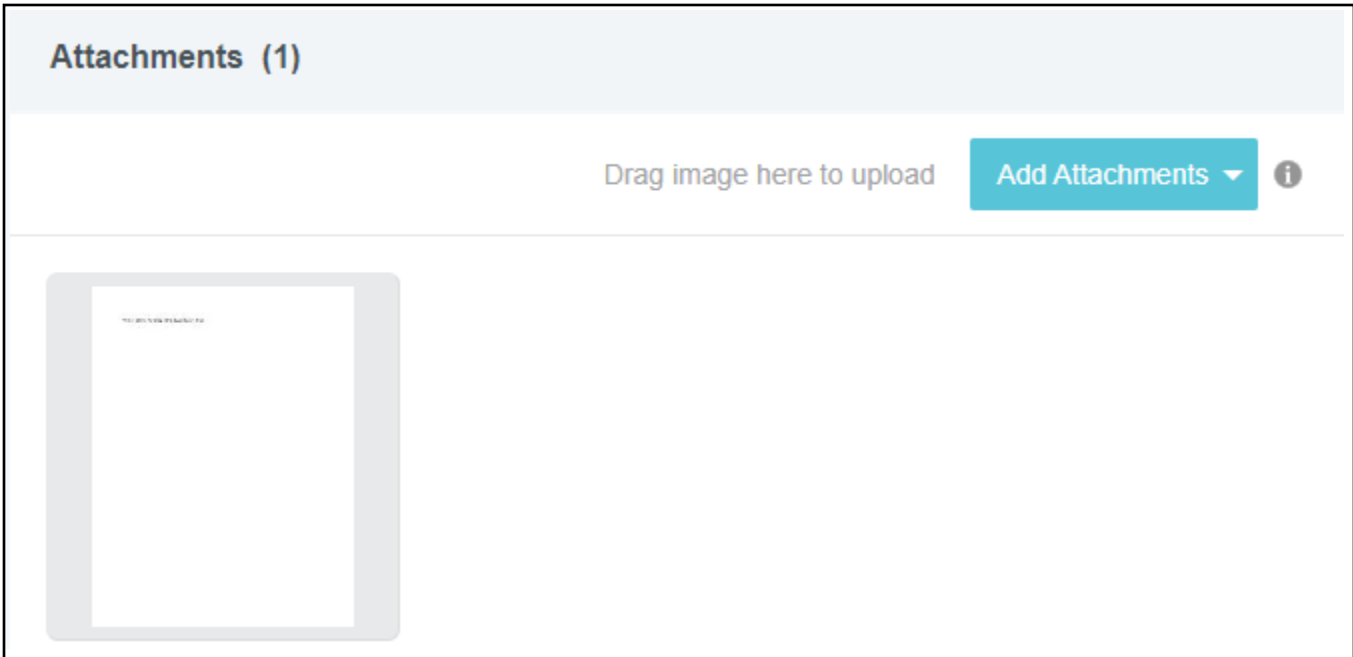
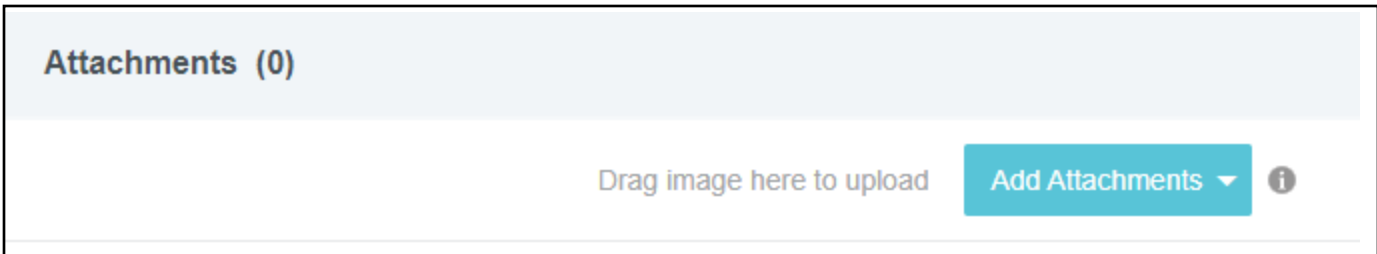
Please note that if this Cash Advance reaches the Travel Office for approval less than 10 business days prior to the Business Start Date, it may not be issued by then.

Understood

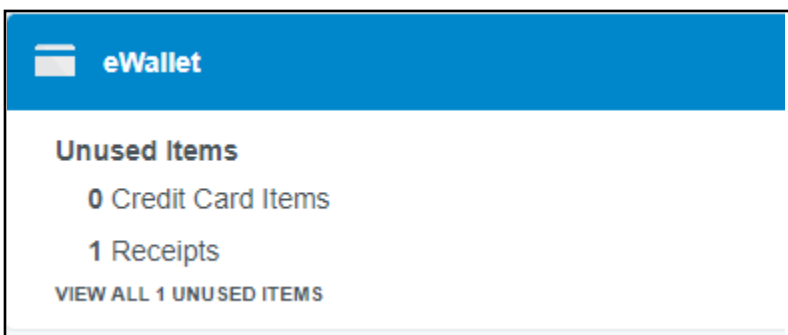
Please note that cash advance cannot be submitted more than 10 business days prior to the trip date.

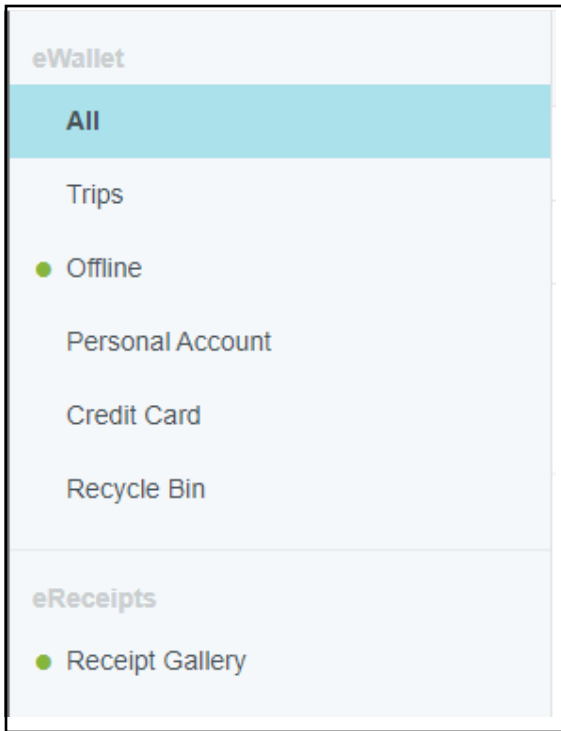
Date	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> 07/19/2022 </div>
Amount	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> 800.00 USD </div>
Needed by	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> 07/12/2022 </div>
Business Purpose	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> To present student research papers. </div>

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.



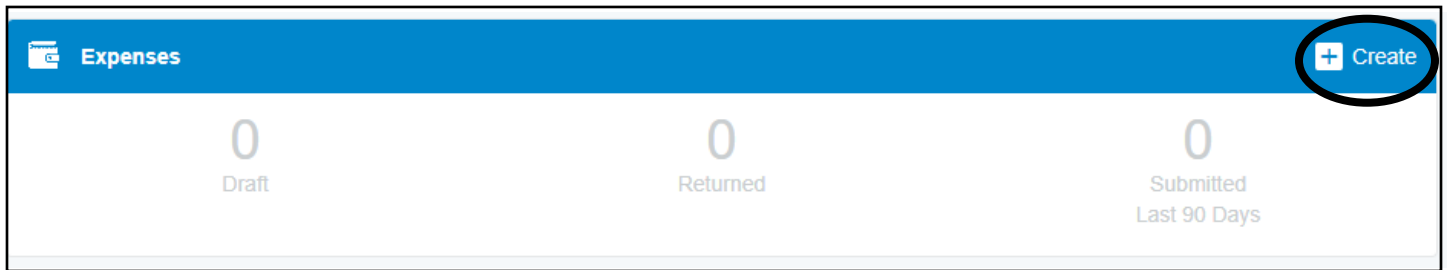


NOTE: If a cash advance is requested too far in advance (more than 10 days from the trip date), then the Travel Office will not approve it until it gets closer to the trip date.

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.

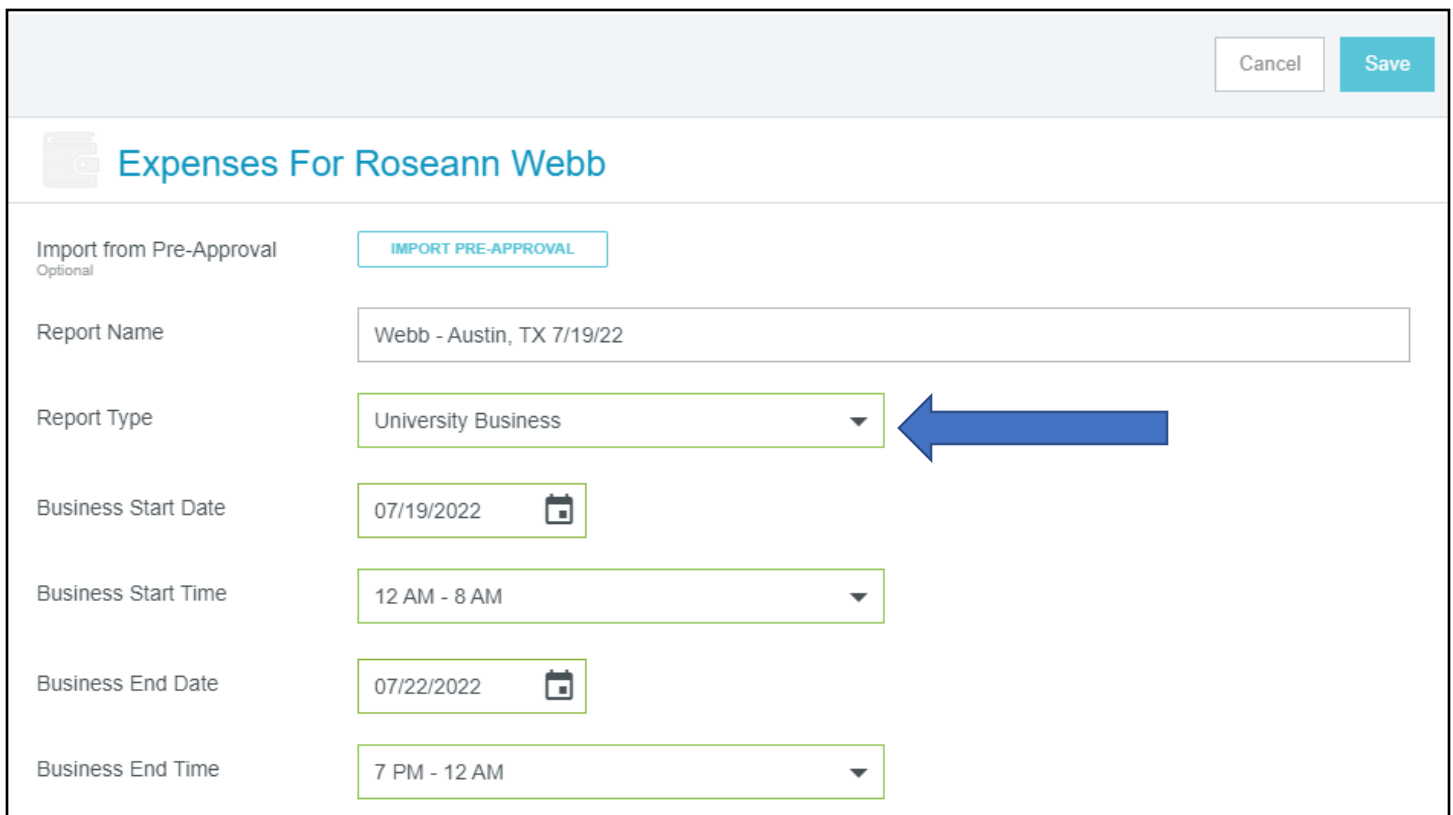


Expenses

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

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

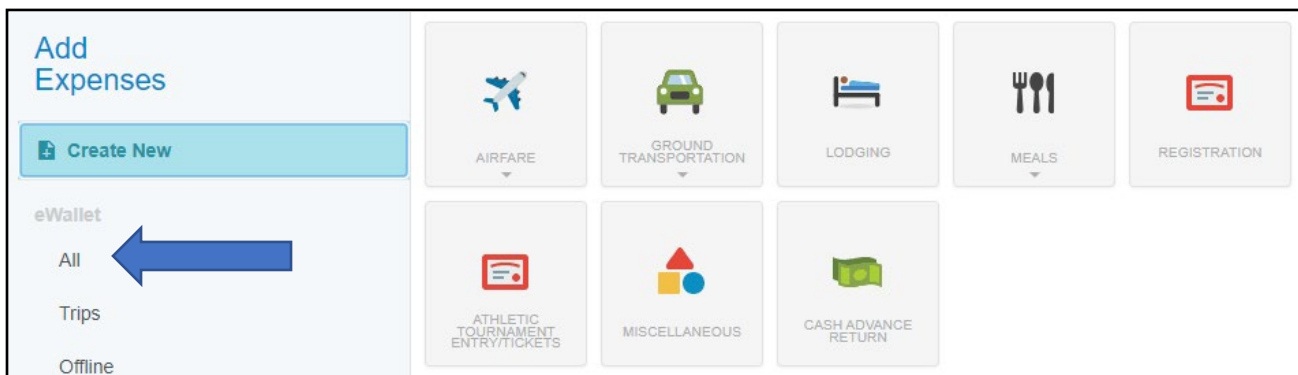
Business End Date 07/22/2022

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

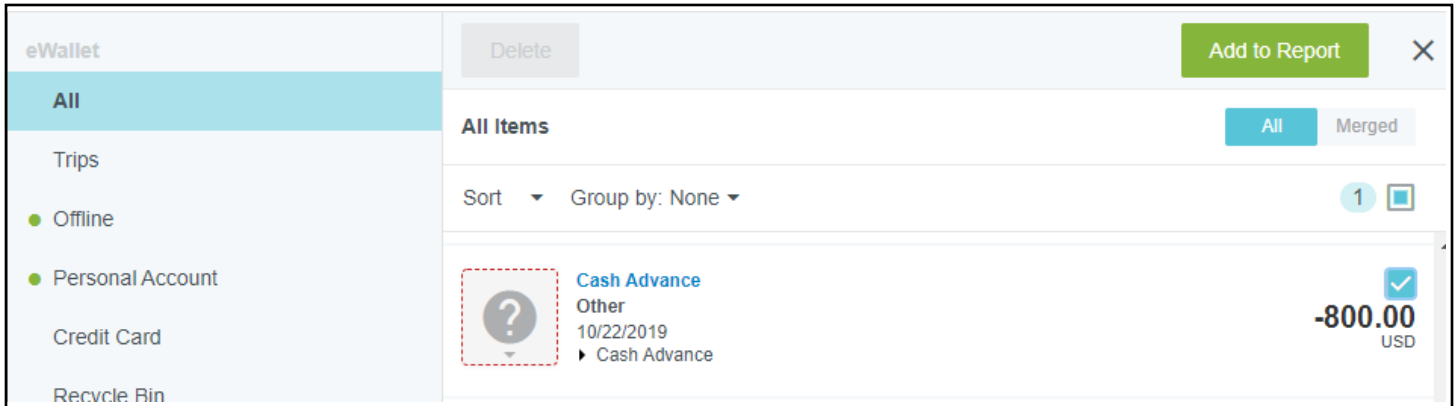
REGISTRATION

ATHLETIC TOURNAMENT ENTRY/TICKETS

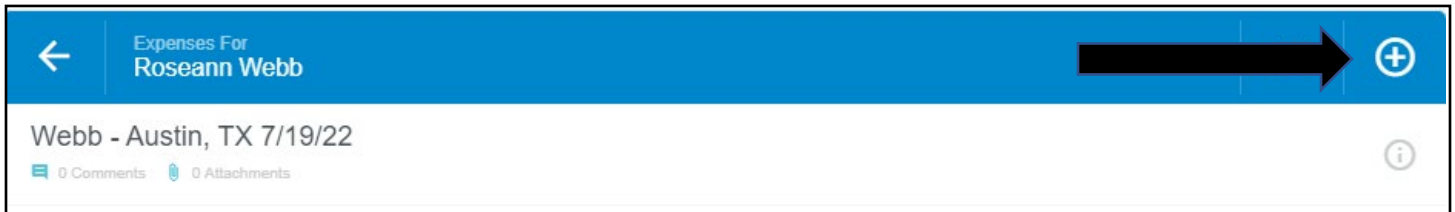
MISCELLANEOUS

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”.



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.



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	Meals	50.00 USD	50.00	✓

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.

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