Apply Cash Advance

When a Cash Advance is paid to a traveler, it must be applied to the Expense Report after travel to calculate how much more the traveler needs to be reimbursed, or how much the traveler owes back to UTA.

1. To apply a Cash Advance, begin by navigating to the Expense Report that will have the Cash Advance associated: NavBar > Navigator > Travel and Expenses > Travel and Expense Center > and then Create/Modify under Expense Report, or by going to the Travel & Expense Homepage and clicking the Create Expense Report Tile.

2. Select the Find an Existing Value tab and enter in the Report ID or Empl ID of the expense report that will have the cash advance associated. Click Search.

3. After completing all expense lines the cash advance must be applied to calculate how much the traveler needs to be reimbursed or must pay back. Click the Actions drop down menu and select Apply/View Cash Advance(s) and click Go.

4. At the Apply Cash Advance screen, click the magnifying glass icon next to the Advance ID. This will open the Look Up Advance ID screen with any Cash Advances that have been paid to the employee.
5. Click the **Advance ID** link to associate the advance with the expense report.

6. UTShare will return to the Apply Cash Advance screen. The selected advance will be listed with the total paid to the employee, and the total due, or the total the employee needs to be returned to the university.

7. If necessary, click Add Cash Advance to add another advance to the report, or modify the Total Applied and select update totals. Click **Ok** to return to the Expense Report.

8. Under Budget Information in the top right corner, click **Budget Options**. This will take you to the Commitment Control Details. The Budget Checking Header Status will specify if it has been budget checked or not. If Budget Check is still required click **Budget Check**. After processing, this page will display whether the budget check is valid or contains errors as well as the transaction date. Click **OK** to return to the Expense Report.

9. Click **Summary and Submit** in the top right corner. Review the Expense Report Summary and click **Submit Expense Report**, then **OK** to complete this process.