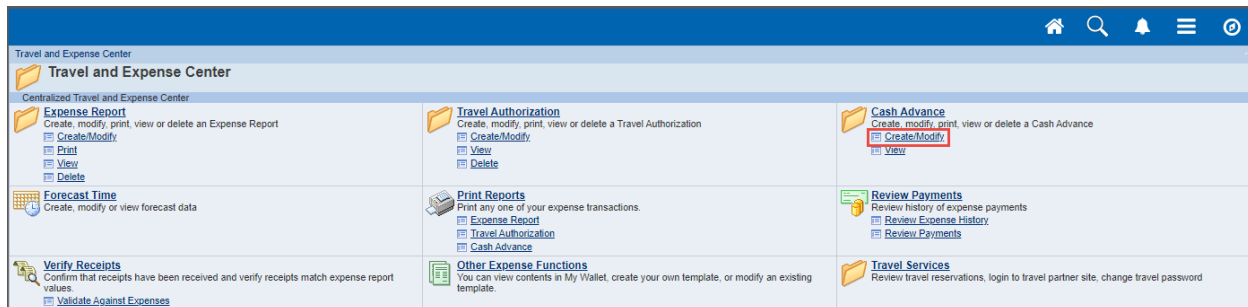


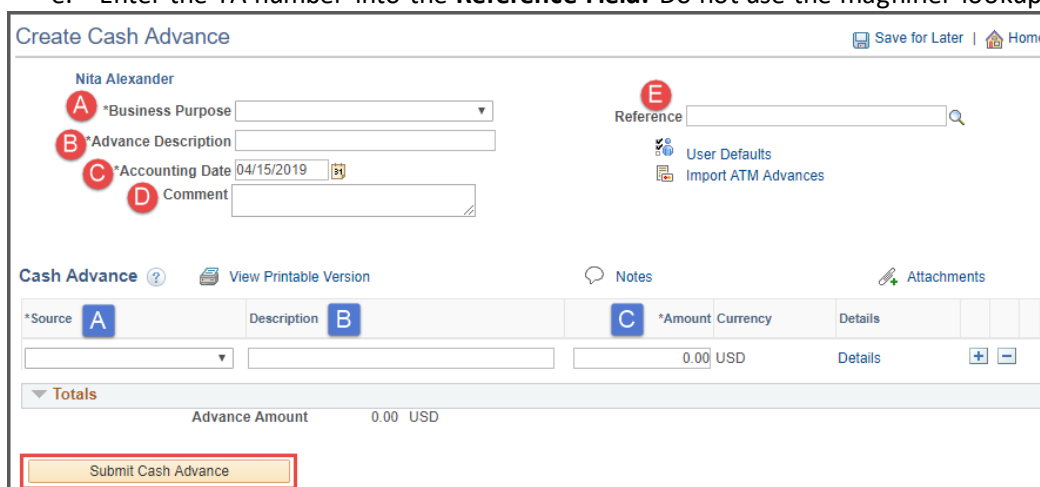
## Create Cash Advance

A Cash Advance is a payment made to a traveler to cover out-of-pocket travel expenses. A traveler may be eligible for a cash advance if any of the following are true: The advance request is a minimum of \$100.00, the destination is in an isolated area or region that does not accept credit cards, travel is for an extended period of time, faculty traveling with a group of students abroad or traveling for educational purposes, or if there's a financial hardship to the traveler. Cash Advances can also only be created for trips that have a fully approved Travel Authorization.

1. To Create a Cash Advance begin by navigating to: **Navigator > Finances > Travel and Expenses > Travel and Expense Center >** and then **Create/Modify under Cash Advance**, or by going to the **Travel & Expense Homepage** and clicking the **Create Cash Advance Tile**



2. The **Cash Advance** page is displayed. From the **Add a New Value** tab, enter or lookup the travelers **Empl ID** and click **Add**.
3. Complete the required fields under Create Cash Advance.
  - a. Select a **Business Purpose** that closely identifies the purpose of the trip. This should be the same as the Travel Authorization.
  - b. Provide a brief (*30 characters or less*) explanation of the trip in the **Advance Description** field. This should match the Travel Authorization.
  - c. The **Accounting Date** will default to the current date. This should not be modified.
  - d. The **Comment** field is used to provide additional details relating to the Cash Advance and the reason for requesting/the purpose of the Cash Advance.
  - e. Enter the TA number into the **Reference Field**. Do not use the magnifier lookup.



**Create Cash Advance** Save for Later | Home

Nita Alexander

**A** \*Business Purpose

**B** \*Advance Description

**C** \*Accounting Date 04/15/2019

**D** Comment

**E** Reference

User Defaults  
Import ATM Advances

**Cash Advance** View Printable Version Notes Attachments

*Source <b>A</b>	Description <b>B</b>	*Amount <b>C</b>	Currency	Details
		0.00	USD	Details <span>+</span> <span>-</span>
<b>Totals</b>		Advance Amount	0.00	USD

**Submit Cash Advance**

4. Complete all fields under the **Cash Advance** line,
  - a. Select Payment as the **Source**.

- b. Provide a brief statement regarding the trip in the **Description** field. It is recommended to include the location.
    - c. The **Amount** field is the total to be advanced to the employee.
  5. Once all required fields are completed:
    - a. Click **Submit Cash Advance**. The **Submit Confirmation** summary page will be displayed.
    - b. Click **Ok**.
  6. The View Cash Advance page will be displayed and a Cash Advance ID will be displayed.