Disbursements Office

**Cash Advance - Overview**

1. Prepare and submit your Travel Request, including the Cash Advance.
2. Once submitted, the request is routed to your approver.
   **NOTE:** The cash advance approver may or may not be your expense report approver.
3. If your approver approves your request, then it is sent to a Cash Advance administrator.
4. If the Cash Advance administrator approves your request, the funds are direct deposited into your bank account.
5. After the travel event, you must prepare an expense report to offset the cash advance or return the cash advance.

**NOTE:** You can choose to have an email sent to you when the cash advance status changes.

**Add a cash advance to an expense report**

To add a cash advance to an expense report:

1. Create an expense report as usual.
2. On the expense report page, select **Details** > **Available** (under **Cash Advances**). The **Cash Advances** window appears.
3. Select the check box for one or more cash advances that you want to associate with the current report.
4. Click **Assign Cash Advance to Report**.

The cash advance amount offsets the amount that is to be reimbursed to you; the report totals are adjusted accordingly. To view the report totals, select **Details** > **Totals** (under **Report**). The **Report Totals** page appears.

**View balance information**

On the **Expense** menu, click **Cash Advances > View Cash Advances**. The **Cash Advance List** page appears. The request name, comment, status, and date appear along with:

- The **Amount Requested** column displays the amount that you originally requested for the cash advance. This amount is displayed in the currency requested.
- The **Starting Balance** column displays the amount issued for the individual cash advance, displayed in your reimbursement currency. If the cash advance has not been issued yet, then zeros appear.
- The **Available Balance** column displays the amount that has not been used in a report or returned, displayed in your reimbursement currency. If the cash advance has not been issued yet, then zeros appear.

**NOTES:**

- This table may be blank if you have not submitted a request or have no active cash advances.
- Use the **View** menu to widen or narrow your search.

**View additional cash advance information**

To view additional information:

1. Select the desired cash advance request (double-click).
2. Then:
   - Click **Comments History**. The **Comments History** window appears, displaying comments from the cash advance approver and Cash Advance administrator.
   - Click **Expenses**. The **Expenses** window appears, displaying the expenses associated with the cash advance (if any).
   - Click **Audit Trail**. The **Audit Trail** window appears, displaying all activity associated with the cash advance.
   - Click **Approval Flow**. The **Approval Flow** window appears, displaying the cash advance approvers and approval dates.