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 10 days prior to the "Needed By" date

Important Notes:

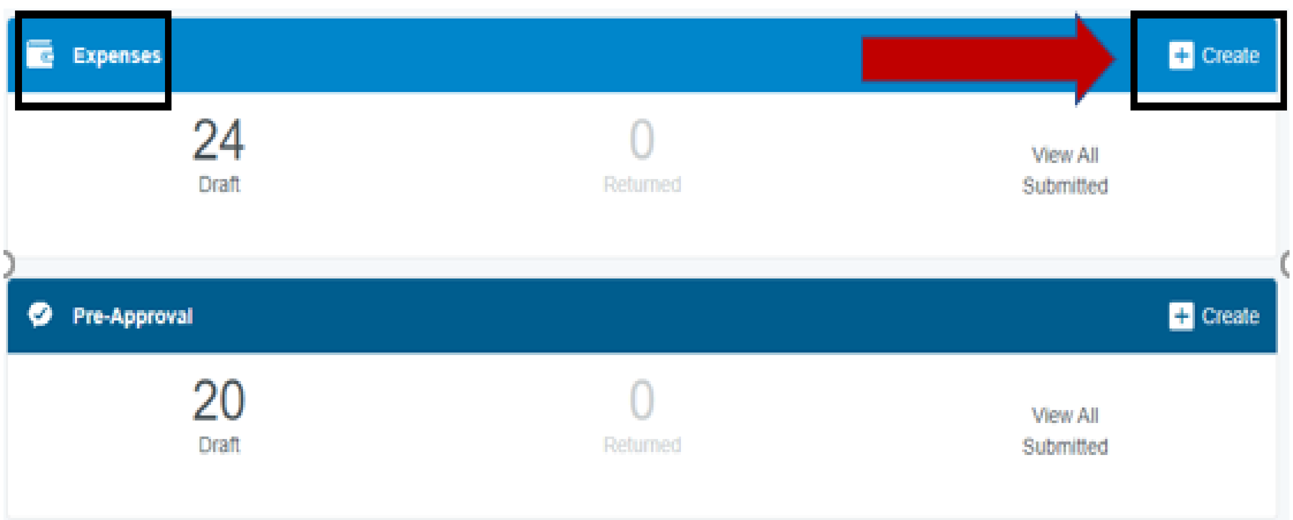
*If you are taking a student/group trip and **only** requesting a cash advance, fill out an Expense Report and follow this training prior to your trip.

*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 the trip and will need to reference each other.

Only expenses that the cash advance was used for should be listed on the Cash Advance Return. Any expenses incurred that were not paid for with the Cash Advance should be submitted on a separate Expense Report.

Request a Cash Advance:

1.) Create 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**".

PDF ▾ | Images

Expenses For Roseann Webb

Report Name	Webb - San Antonio, TX 7/1/24
Report Type	Request a Cash Advance
Business Start Date	07/01/2024
Business Start Time	12 AM - 8 AM
Business End Date	07/03/2024
Business End Time	7 PM - 12 AM
Business Purpose and Benefit Statement	Student Group trip for learning purposes
Travel Type	In State
Number of traveler(s)?	Two or more travelers
Provide Justification for two or more, and list the names of travelers.	Student Group trip for learning purposes
Destination	San Antonio, TX - 78202
Student(s) Traveling?	Yes - Advisor Accompanying

Will there be personal time during this trip? ☐

☐ Is this expense for a prospective employee?

Pre-Approval Expense Summary

Import from Pre-Approval   ADD PRE-APPROVAL REPORT

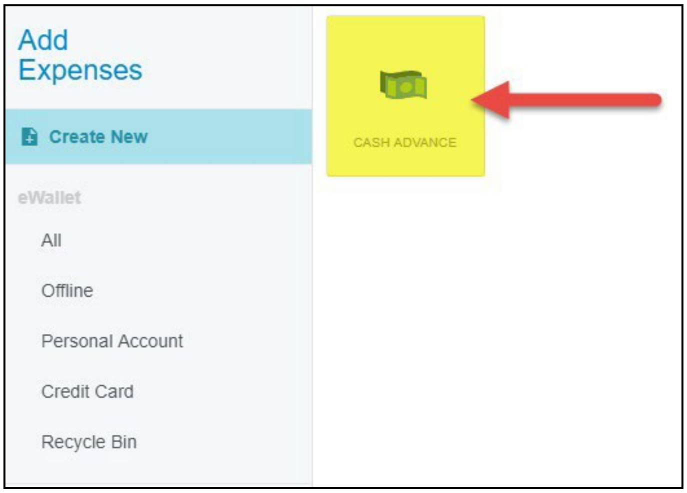
Comments (0)

Add Comment

Attachments (0)

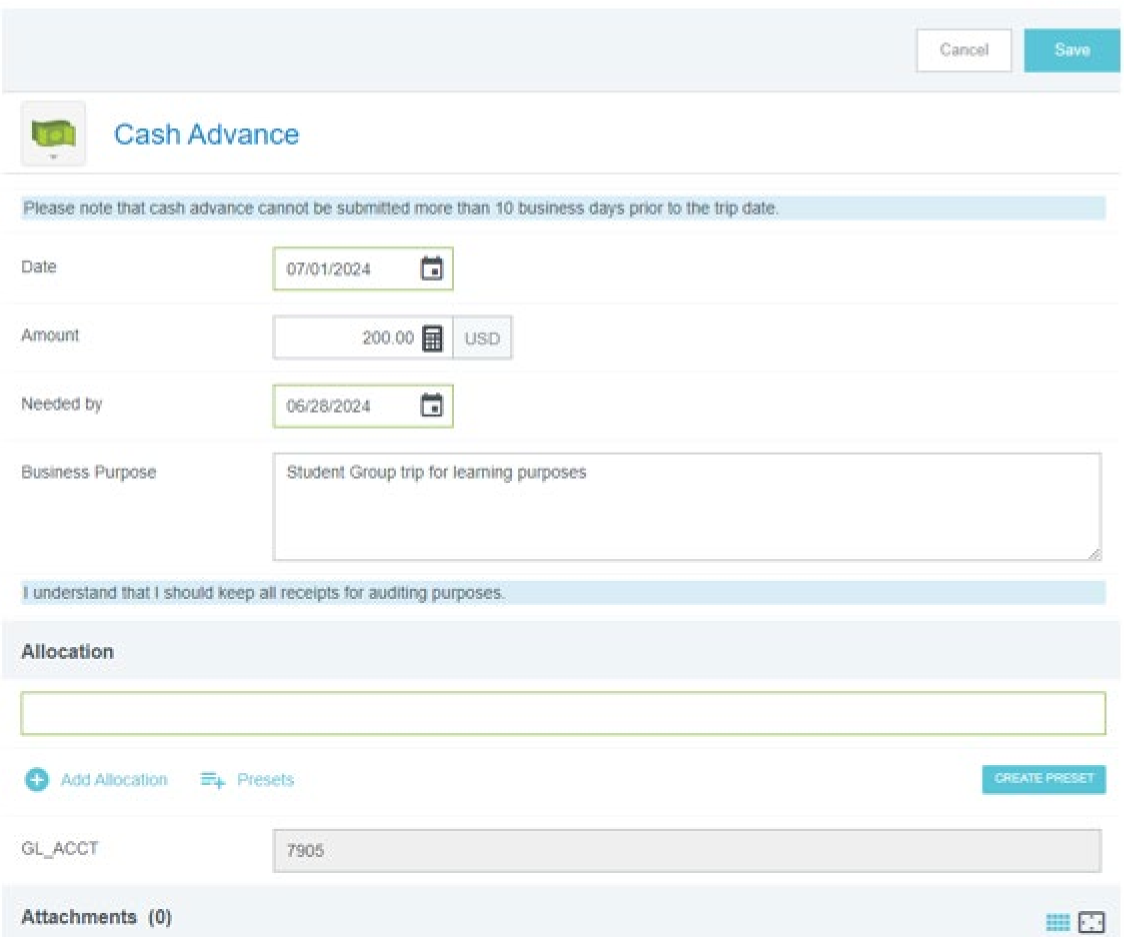
Drag image here to upload   Add Attachments ▾

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

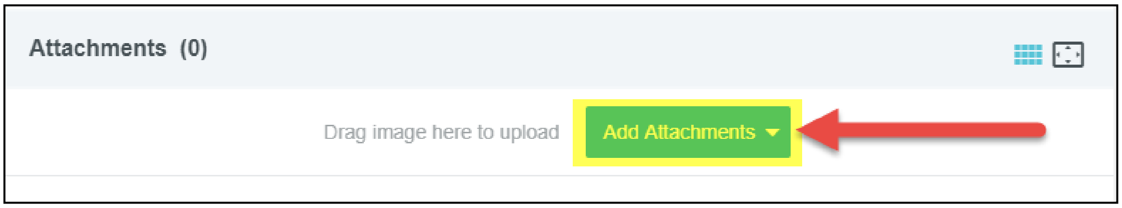


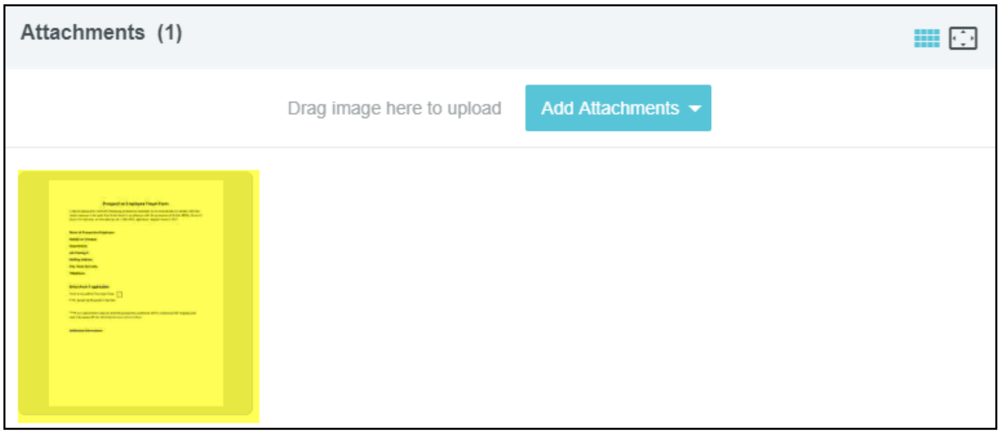
6.) Enter the appropriate information for the cash advance.

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

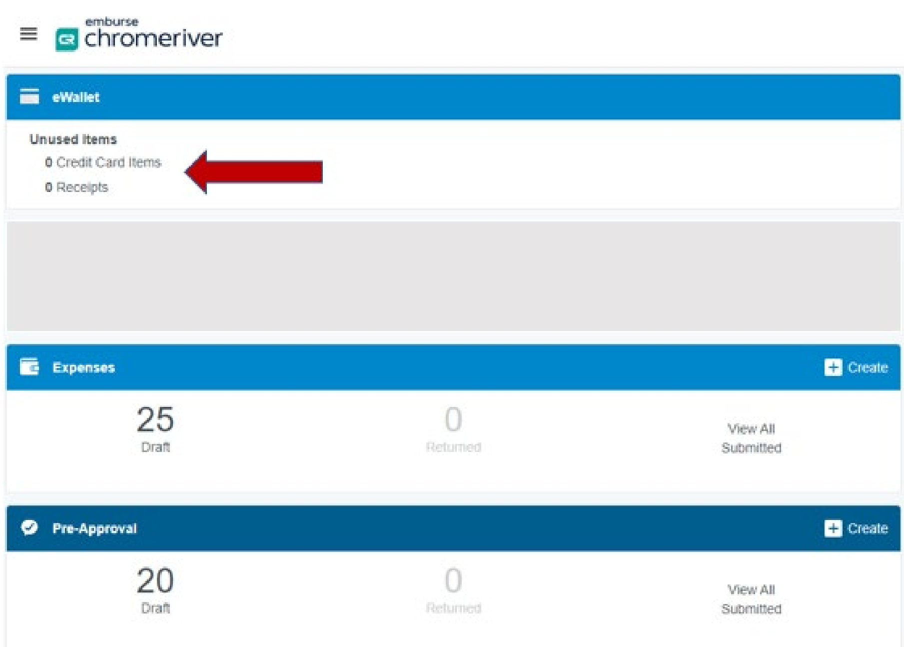


7.) At the bottom of the Cash Advance screen, click "**Add Attachments**" or drag the file into the pane to upload supporting documentation that is usually needed for the Travel Office (i.e student travel list).





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 Receipts in the eWallet box at the top left of your dashboard.

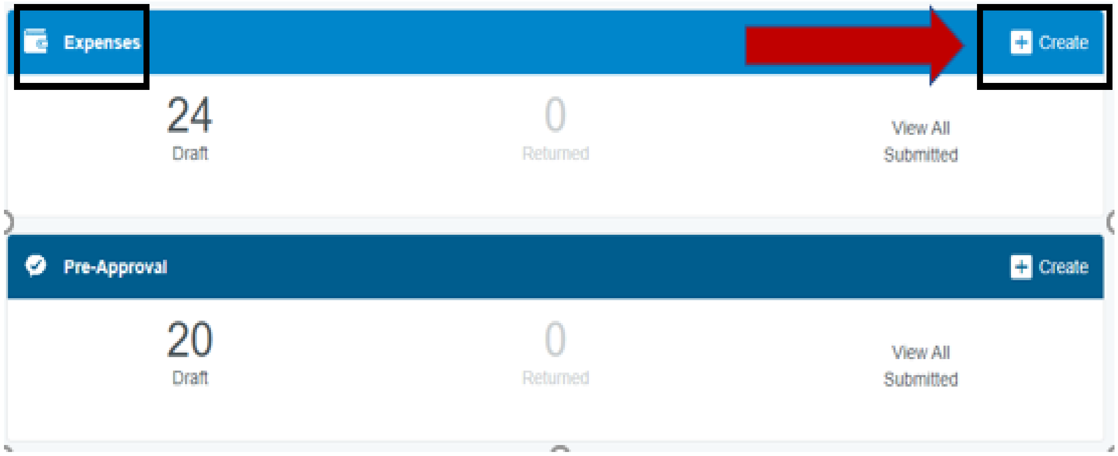


NOTE: If a cash advance is requested too far in advance (more than 10 days from the trip date), then the Travel Office will return it with a note to resubmit 10 days before the Needed By Date.

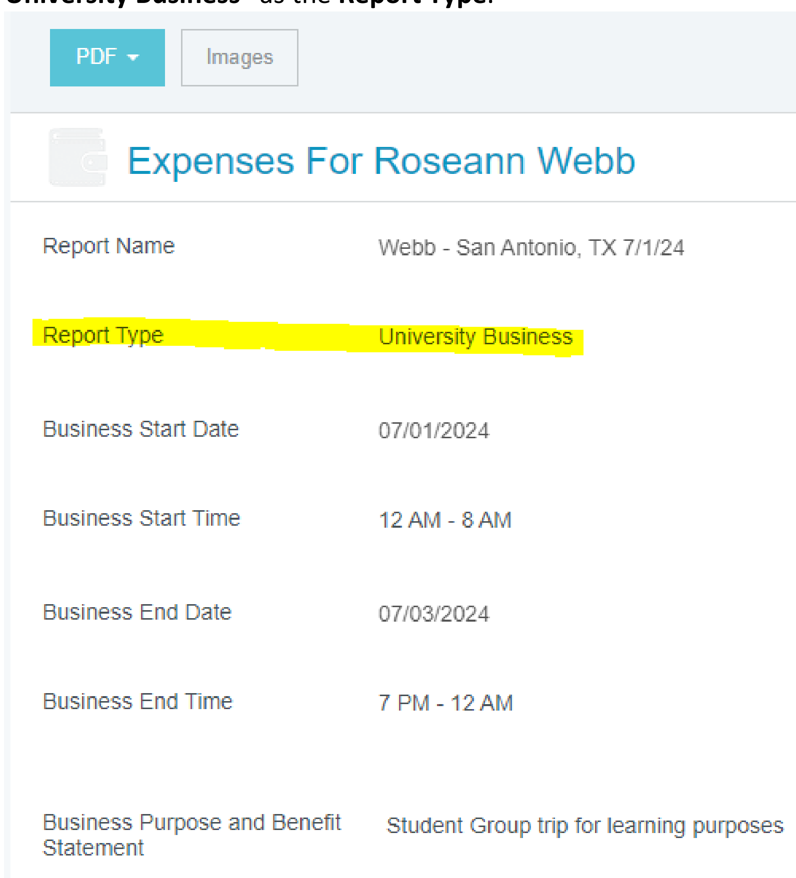
Cash Advance Return:

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.

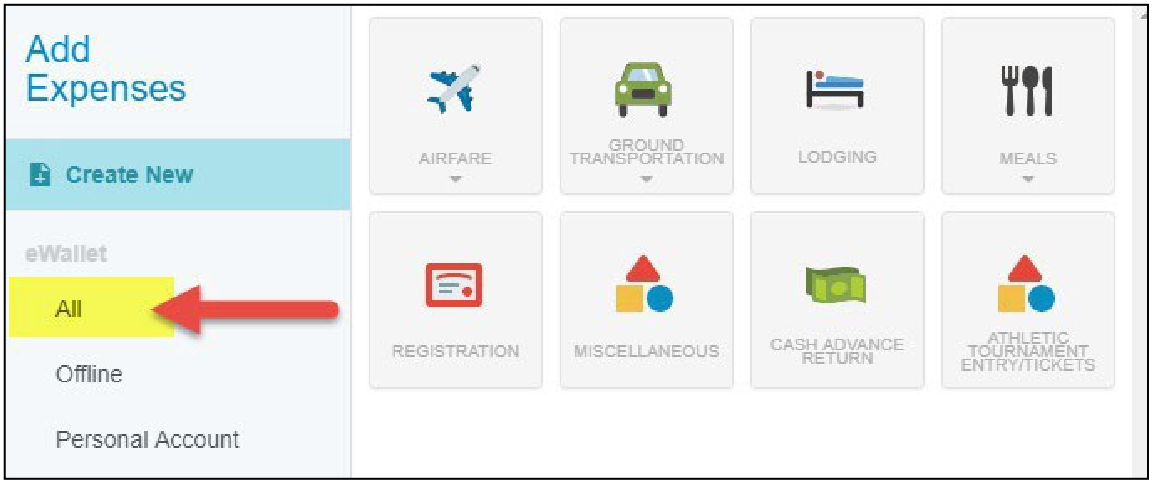


2.) Select "**University Business**" as the **Report Type**.

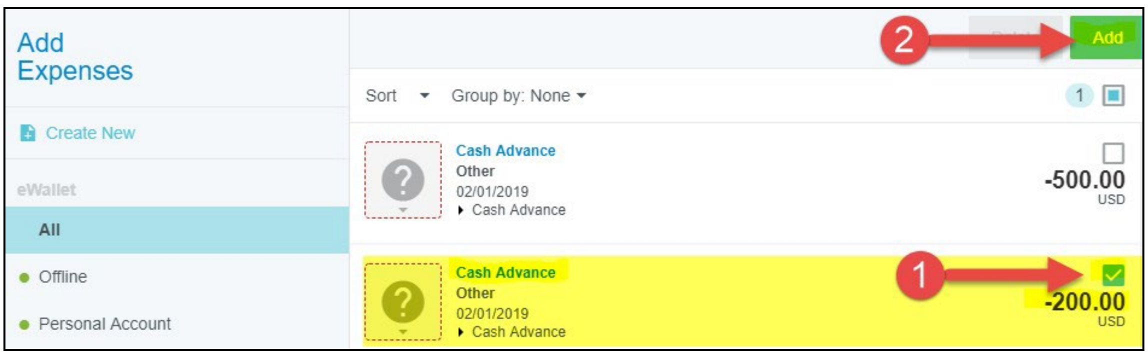


3.) Click "**Save**".

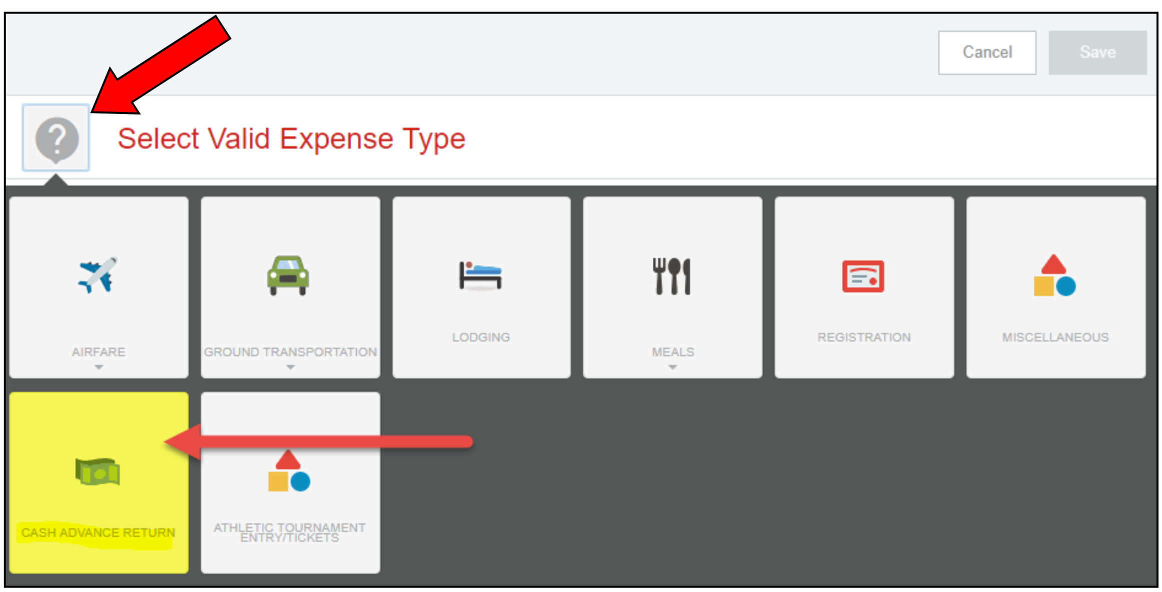
4.) After saving the header, the “**Add Expenses**” pane will appear on the right-hand side.
5.) Select “**Personal Account**” under the **eWallet**



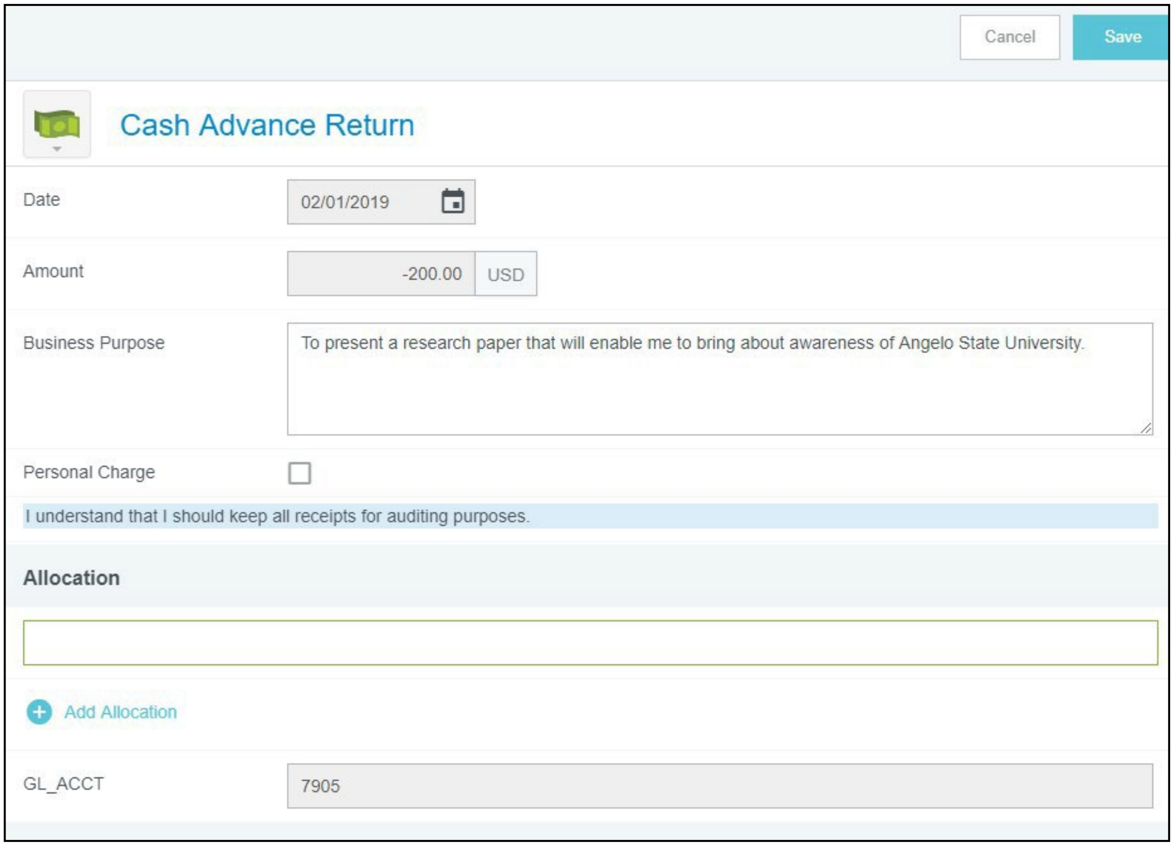
6.) Select and add the Cash Advance that pertains to your trip.
7.) Check the box for your trip, then click “**Add**”.



8.) The “**Select Valid Expense Type**” pane will appear. If it does not automatically show, then click the grey question mark.
9.) Select “**Cash Advance Return**”.

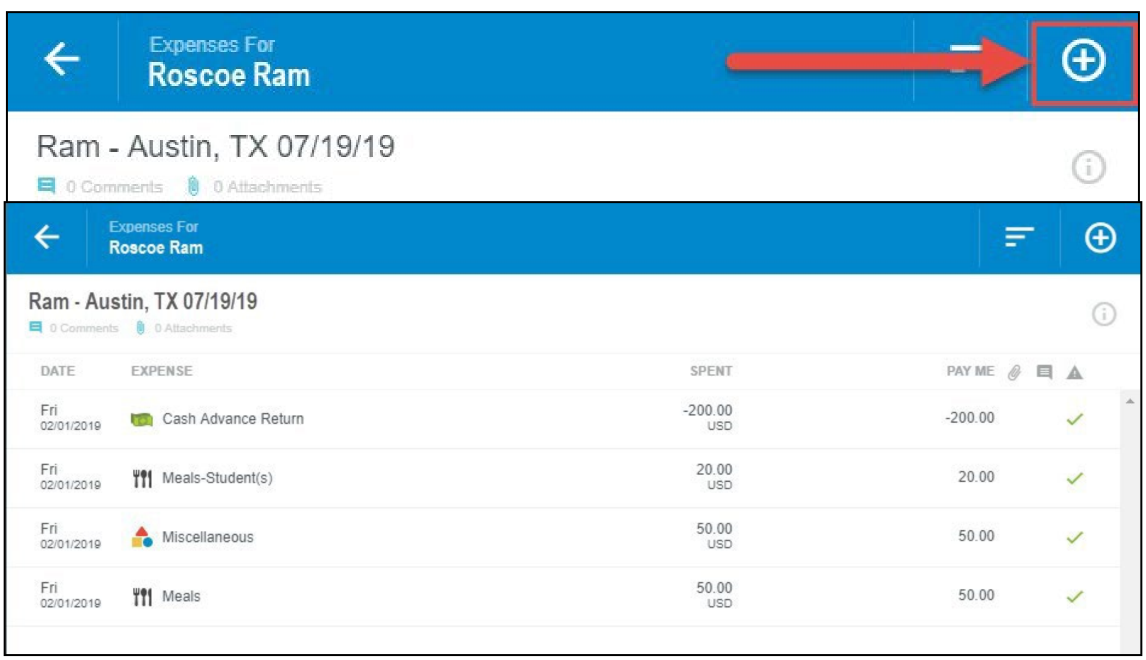


10.) Fill in the necessary information and click "**Save**". Please make sure to select all of the allocations used on the Cash Advance Request. The Amount here will be a negative amount.

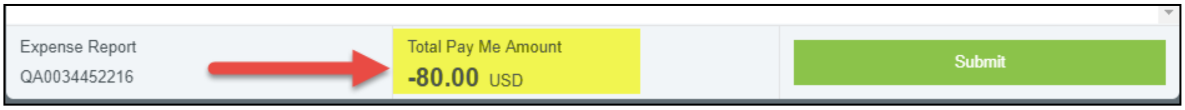


11.) You are ready to itemize the cash advance with the types of expenses incurred on the trip. All receipts must be attached.

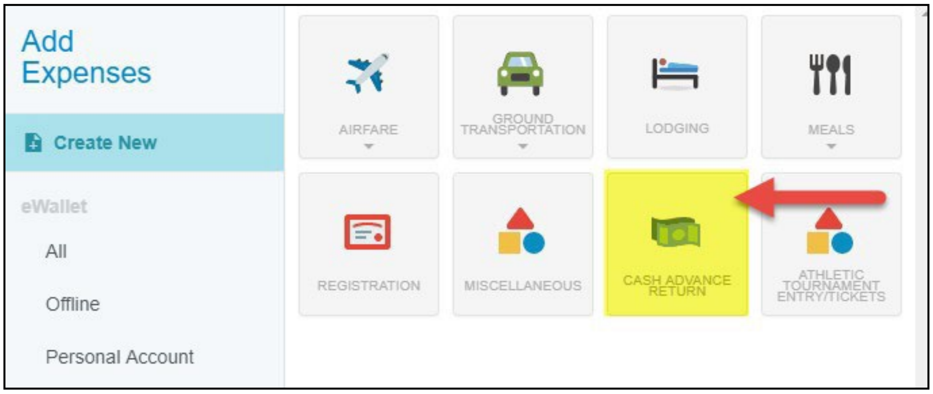
12.) Click the "**+**" button in the left-hand pane to add expense types.



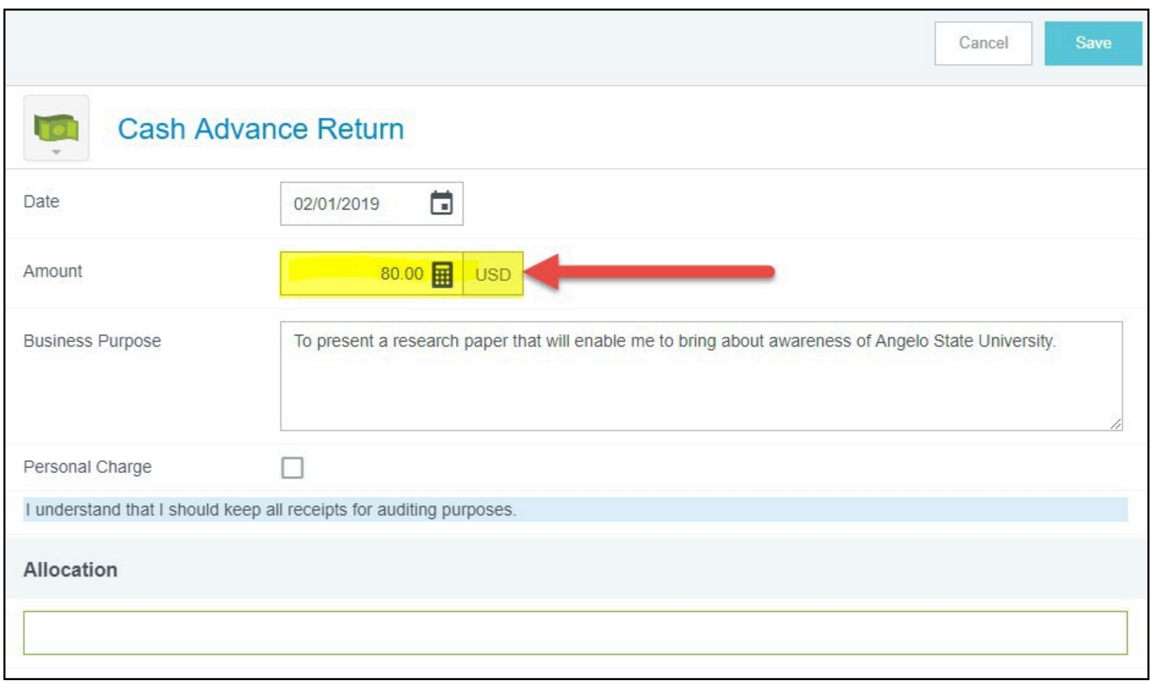
NOTE: If you have a negative balance, that amount should have been paid back to the Student Accounts/Bursar's Office.



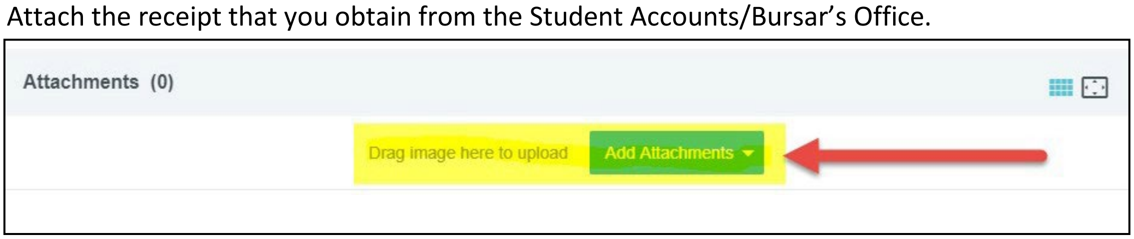
13.) If you have a negative balance, select the "**Cash Advance Return**" tile.



14.) Enter the remaining amount to have it deposited back into the appropriate account. This will be entered as a positive amount.

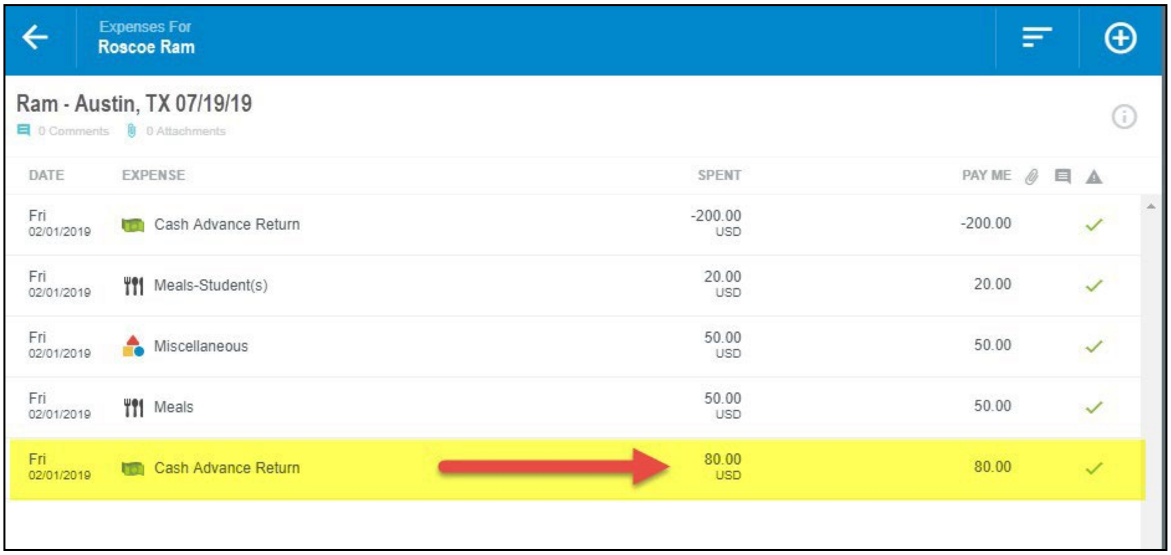


15.) Attach the receipt that you obtain from the Student Accounts/Bursar's Office.



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

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



18.) The “**Total Pay Me Amount**” should always show “**0.00 USD**”. There should not be a positive amount showing a reimbursement is due.

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

*Be sure there is no sensitive information visible (Example: ssn, driver’s license number, home addresses, phone numbers, personal/business financial information, biometric identifiers, benefits/health information, access device numbers, etc.)