To Request a Cash Advance

Select the menu header: Me
Select the icon: Expenses

On the left side of the Travel and Expenses page, click on the Cash Advances icon (suitcase with circle).
The page will switch from Expense Reports to Cash Advances.

On the Cash Advances page, click the Request Cash Advance button.

Complete the required fields: Advance Amount and Purpose.
If the advance is for travel, enter the trip start and end dates.
If the advance is not for travel purposes, select Advance Type “Other”
Click Submit
### To View Your Cash Advances

Select the Cash Advances icon.

Cash Advance requests will be listed and will include the Amount and Status.

Partially-applied advances will include the application details and the balance.

### To Withdraw a Cash Advance Request

- Requests can be withdrawn only if they are pending approval.

- On the Cash Advances page highlight the request, then click Actions > Withdraw.

- A Warning popup will appear; click Yes.

Once the advance has been paid and expenses incurred, the outstanding cash advance request must be applied to an expense report.

For how-to information on application, see the User Guide **Apply Cash Advance to Expense Report**.

*(End of Guide)*