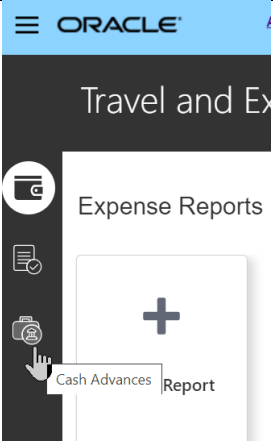
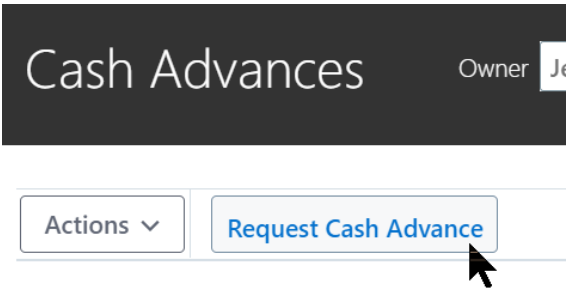
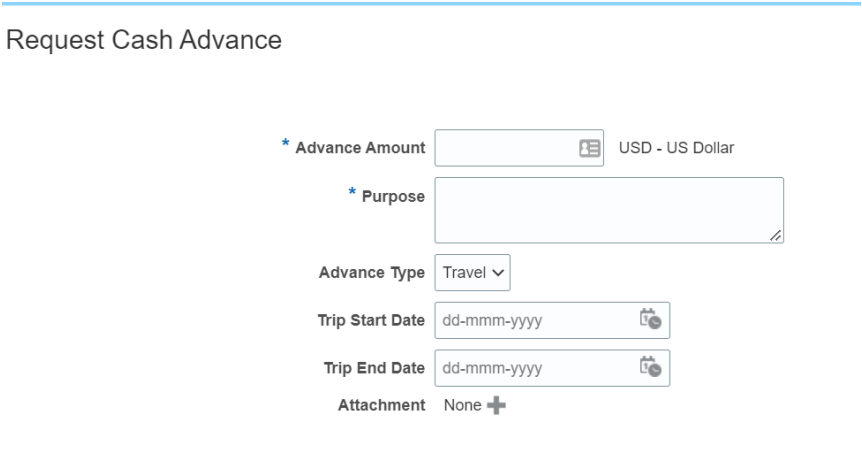
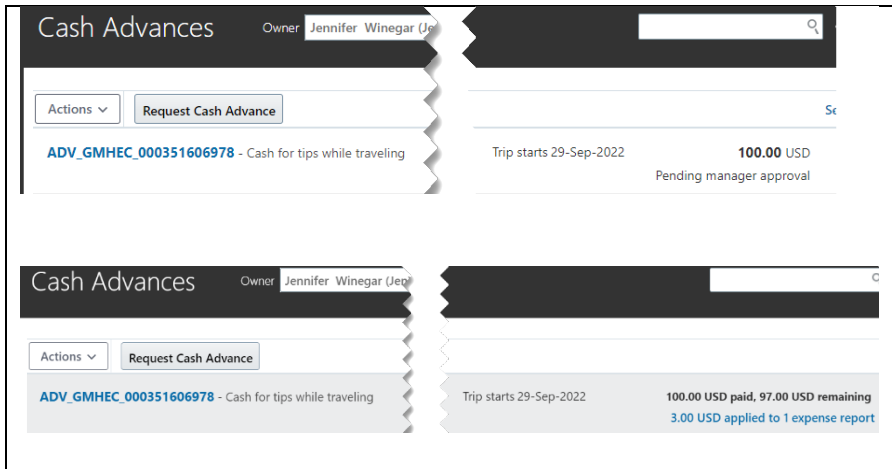
 <p>A screenshot of the Oracle Expenses menu. A hand icon is pointing to the 'Expenses' menu item, which is highlighted with a white tooltip labeled 'Expenses'.</p>	<p>To Request a Cash Advance</p> <p>Select the menu header: Me</p> <p>Select the icon: Expenses</p>
 <p>A screenshot of the Oracle 'Travel and Expenses' page. The 'Cash Advances' icon (a suitcase with a circle) is highlighted with a hand icon and a tooltip labeled 'Cash Advances'.</p>	<p>On the left side of the Travel and Expenses page, click on the Cash Advances icon (suitcase with circle).</p> <p>The page will switch from Expense Reports to Cash Advances.</p>
 <p>A screenshot of the Oracle 'Cash Advances' page. The 'Request Cash Advance' button is highlighted with a mouse cursor.</p>	<p>On the Cash Advances page, click the Request Cash Advance button.</p>
 <p>A screenshot of the 'Request Cash Advance' form. The form includes the following fields:</p> <ul style="list-style-type: none"> * Advance Amount: <input type="text"/> USD - US Dollar * Purpose: <input type="text"/> Advance Type: <input type="text" value="Travel"/> Trip Start Date: <input type="text" value="dd-mmm-yyyy"/> Trip End Date: <input type="text" value="dd-mmm-yyyy"/> Attachment: <input type="text" value="None"/> 	<p>Complete the required fields: Advance Amount and Purpose.</p> <p>If the advance is for travel, enter the trip start and end dates.</p> <p>If the advance is not for travel purposes, select Advance Type "Other"</p> <p>Click Submit</p>

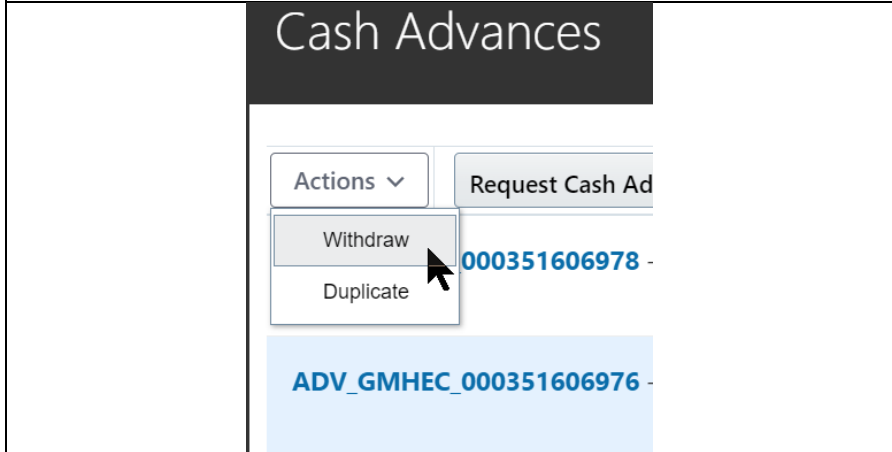


To View Your Cash Advances

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

i 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)