**Cash Advance procedure when actual amount is less than cash advance amount:**

Traveler needs to write a check back to the University. The deposit should be credited to the same funding string the Cash Advance was originally debited. You can run query called: UW\_CASH\_ADVANCE\_FUNDING or every Tuesday the travel campus contact receives an e-mail with this information. It will prompt you for the Business Unit and Cash Advance number. Make sure and put in the leading zeros in front of the Cash Advance number. Do not go off the funding in the Travel Authorization because of the way Cash Advances works in E-Reimbursement. The Cash Advance follows the funding from the default profile and not the Travel Authorization.

When a cash advance is paid to an employee through E-Reimbursement account 6166 – Employee Travel Advance-Single is debited and account 6100 – Cash is credit. When an expense report is processed that uses the cash advance, the appropriate expenses are debited and account 6166 is credit. If the expense report does not use the entire cash advance, the remainder is credited to account 6166 and account 6241 – A/R Travel Advances is debited to set up the accounts receivable. When the balance is paid back by the employee, account 6241 is credited and 6100 is debited. The net result of these entries when the entire cycle is completed correctly is that both accounts 6166 and 6241 should balance to zero for the chart field coding used to pay the cash advance.

**Example:**

**A cash advance is paid to an employee:**

Fund Department Program Account Dr Cr

101 030500 1 6166 $1,000.00

101 030500 1 6100 $1,000.00

**An expense report is processed that used $950 of the cash advance:**

Fund Department Program Account Dr Cr

128 030100 1 28xx $950.00

101 030500 1 6166 $950.00

**The remainder of the cash advance is set up as a receivable:**

Fund Department Program Account Dr Cr

101 030500 1 6241 $50.00

101 030500 1 6166 $50.00

**The remainder of the cash advance is paid back by the employee:**

Fund Department Program Account Dr Cr

101 030500 1 6100 $50.00

101 030500 1 6241 $50.00