How to allow cash advances for certain travelers:
If you want a traveler to be able to request a cash advance when they submit a travel authorization you must go into their Update Profile screen and set the cash advance level at the bottom on. **You need to do this for each record on this screen.** Example: You may have a record 0 and record 600. You must turn it on for both the 0 and 600 record. You can specify an amount or if you choose Business Unit the maximum amount is $100,000.00

1. Click the **Expense WorkCenter**

2. Scroll down and expand **Employee Data**

3. Click the **Update Profile** menu.
4. Enter the desired information into the **Search by** field

5. Click the **Search** button.

6. Click the **Organizational Data** tab

7. For **Cash Advance Level**:
   a. Select **Business Unit** to indicate that the maximum amount for the business unit applies to the employee. The system displays the amount.
   b. Select **Specific Amount** to open a new field to input the maximum advance amount authorized for the employee.