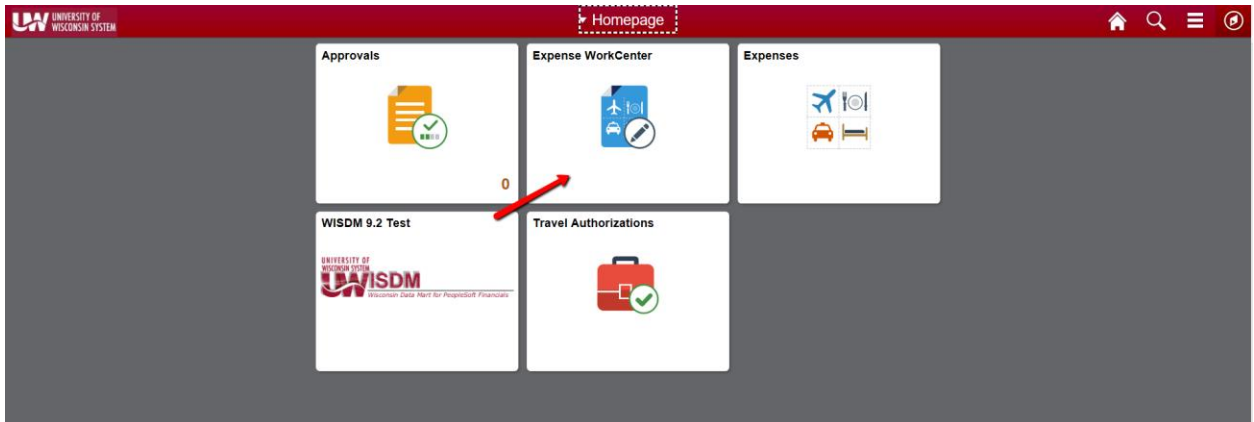


How to Work with Cash Advances in the Expense Module

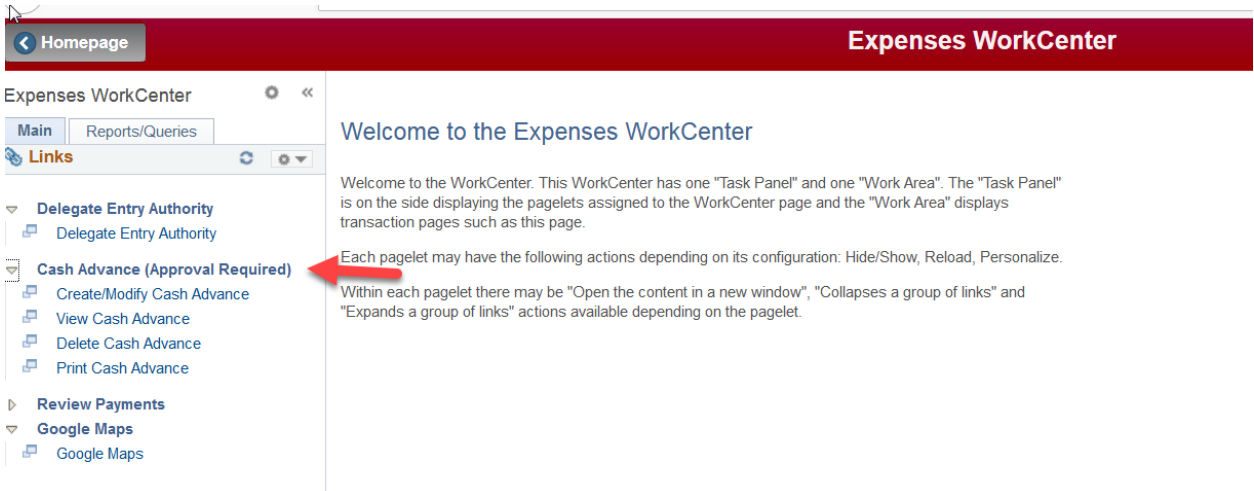
Cash advances (travel advances) are only available for selected individuals to request. Please contact your campus travel office if you feel you need to request a cash advances.

Below are the steps to submit a cash advance request.

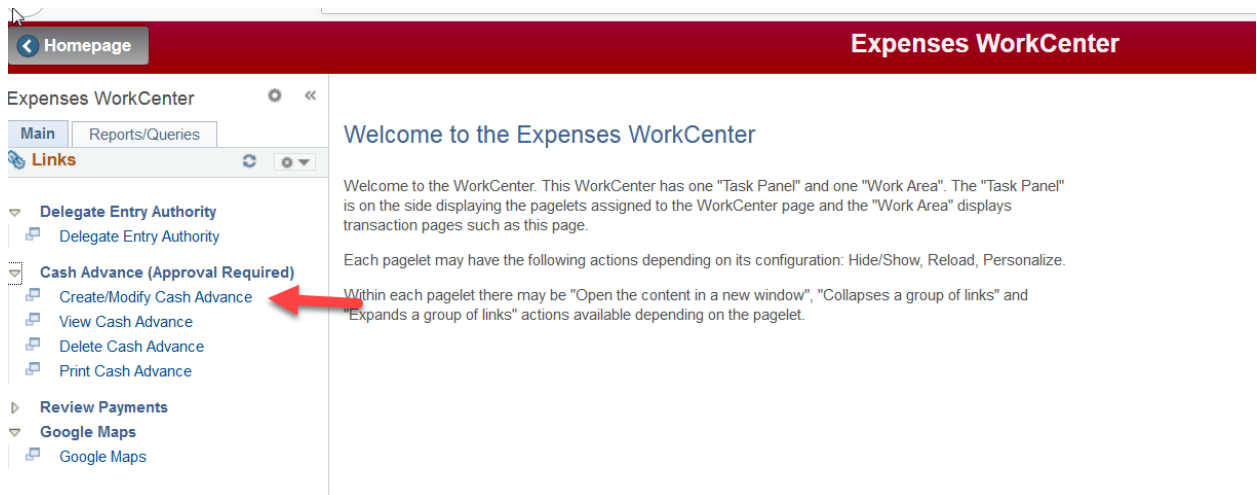
- 1) Click on the **Expense WorkCenter** tile on the Homepage.



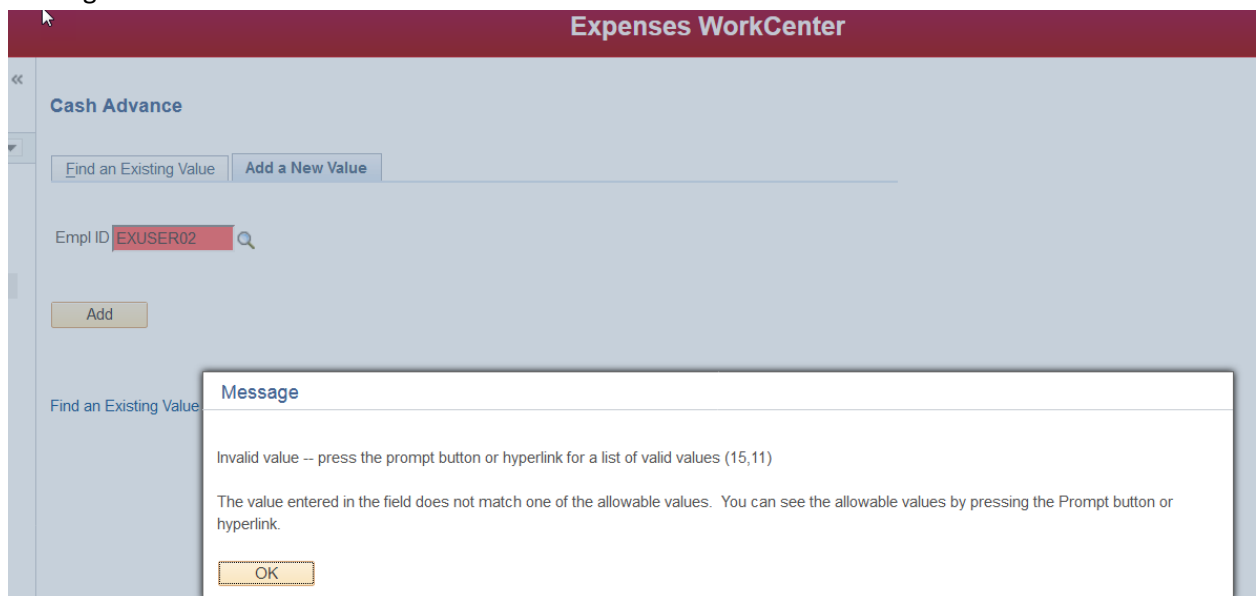
- 2) Scroll down and expand **Cash Advance (Approval Required)**



- 3) Click on **Create/Modify Cash Advance**



- 4) Choose **Add** at the next screen or switch the Empl ID if you are an alternate and requesting a cash advance for a different traveler. If you are not authorized you will receive the error message below.



- 5) Fill in the header information.
- 6) Add any attachments
- 7) Fill in the Justification
- 8) Under the Description you can either choose from the magnifying glass the specific expense types or type in anything as a freeform (ex. basketball game advance) and lump all into one line. Check with your approvers to decide how much detail they want.

Create Cash Advance [Save for Later](#)

EXUSER01-Stefanie Employee

*Business Purpose: Business *Reference: INSTATE

*Advance Description: Basketball game Whitewater

*Depart: 10/26/2021

*Return: 10/27/2021

*Location: WHITE WHITEWATER, WI

[View Printable Version](#) [Justification and Supporting Details](#) [Attachments](#)

Cash Advance

*Description	*Amount	Currency	<input type="button" value="+"/>	<input type="button" value="-"/>
Athletics Team Meals <input type="text"/>	120.00	USD		
Accounting Details				
Lodging-Group <input type="text"/>	1000.00	USD	<input type="button" value="+"/>	<input type="button" value="-"/>
Accounting Details				
Totals				
Advance Amount	120.00	USD		

I understand and agree to the following:

- This cash advance may only be used to pay expenses incurred while performing services as an employee of the University of Wisconsin.

- This cash advance must be reconciled within 30 days of the completion of the related trip.

~~If a portion of the cash advance was unused, it must be returned to the University of Wisconsin within 30 days of the~~

- 9) You must hit Save for Later after creating a Cash Advance before it will allow you to check the box next to the Accountability Statement.

Create Cash Advance

[Save for Later](#)

SHARON SCHWARTZ

*Business Purpose Business

*Reference INSTATE

*Advance Description test

*Depart 09/22/2021

*Return 09/23/2021

*Location OSHKO OSHKOSH, WI

[View Printable Version](#)

[Justification and Supporting Details](#)

[Attachments](#)

Cash Advance

*Description	*Amount	Currency
Meals	120.00	USD

Accounting Details

Totals

Advance Amount 0.00 USD

I understand and agree to the following:

- This cash advance may only be used to pay expenses incurred while performing services as an employee of the University of Wisconsin.
- This cash advance must be reconciled within 30 days of the completion of the related trip.
- If a portion of the cash advance was unused, it must be returned to the University of Wisconsin within 30 days of the completion of the trip.
- If the related trip is cancelled, the cash advance must be returned to the University of Wisconsin immediately.
- If the cash advance is not reconciled or repaid within 30 days, the University of Wisconsin reserves the right to deduct the amount from my next paycheck and/or take legal action.

10) Hit Submit Cash Advance