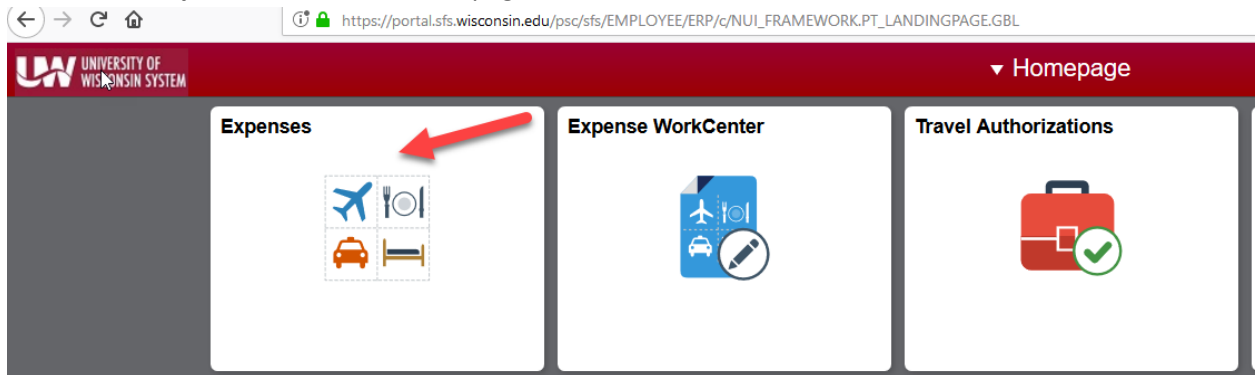


How to pull a Cash Advance into an Expense Report

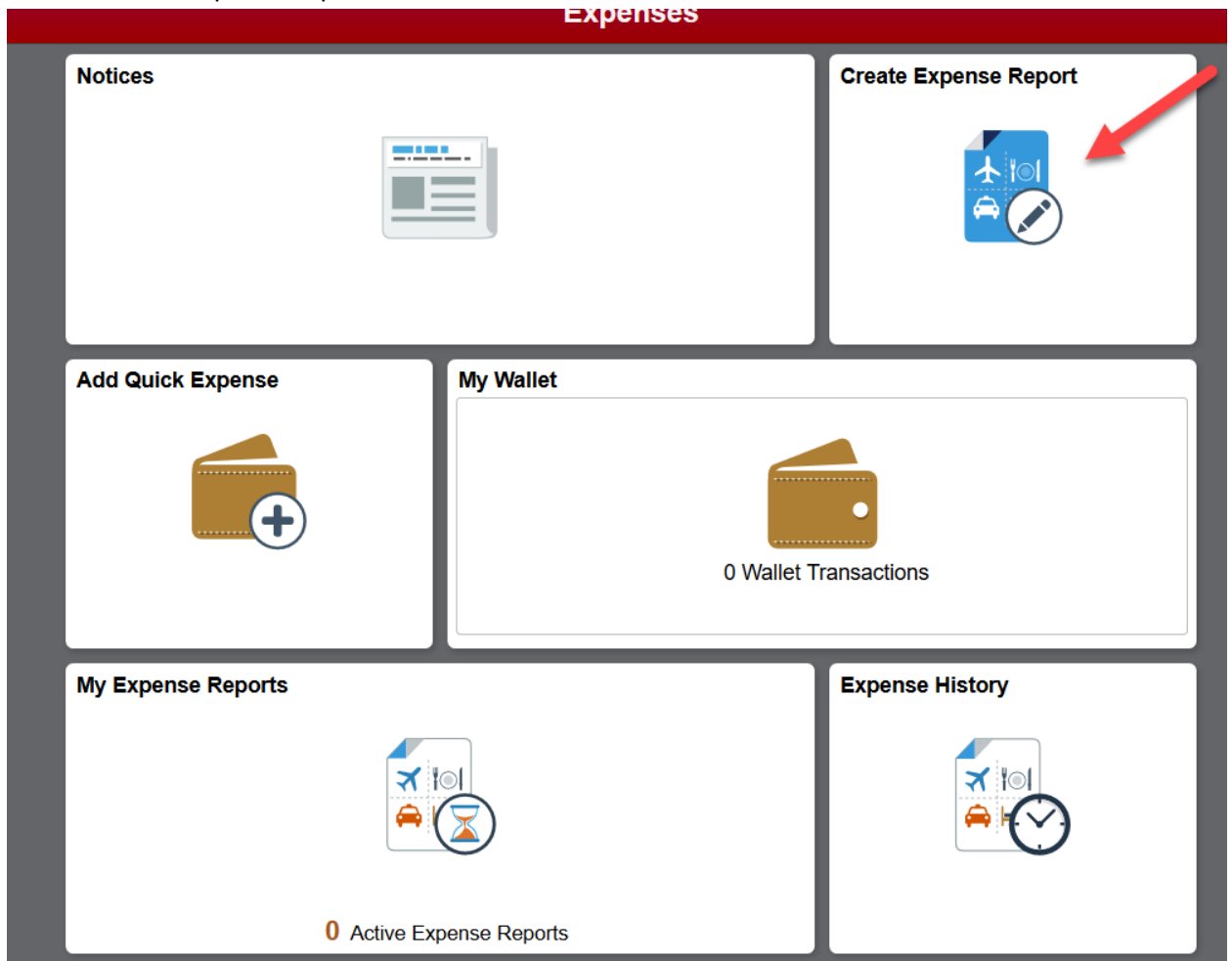
Once a cash advance has been approved and paid it is available to be used in an expense report.

Below are the steps to pull the cash advance into the expense report.

- 1) Click on the **Expenses** tile on the Homepage.



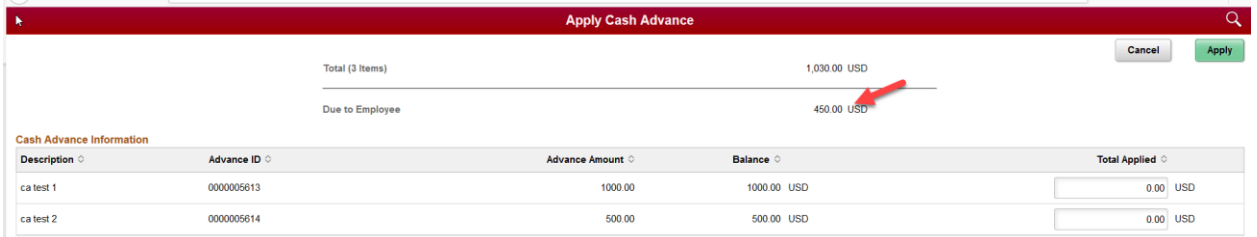
- 2) Click on Create Expense Report



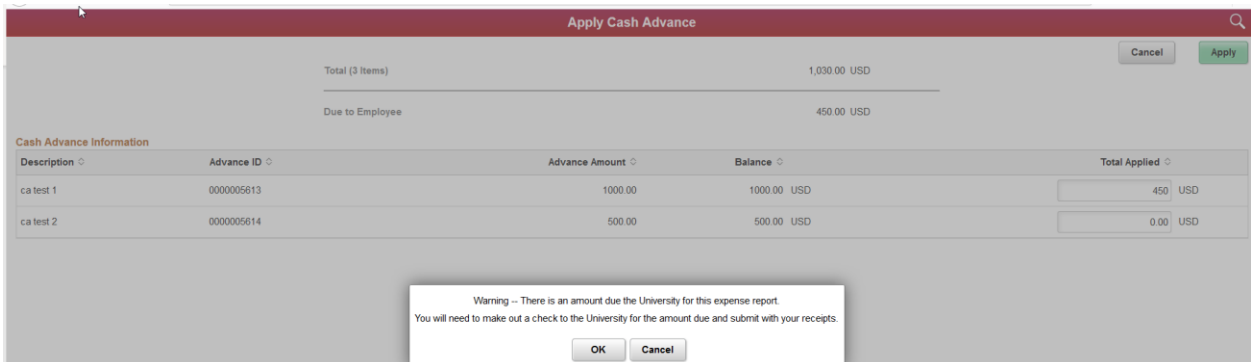
- 3) Go thru normal steps to create an expense report (header, details etc.)
- 4) After you choose Review and Submit you will see a Cash Advance section on the left hand side (see below)



- 5) Click on the Cash Advance link. All paid cash advances will be displayed.



- 6) Fill in the amount you want to apply from the specific cash advance for this expense report. The amount must only include the Due to Employee amount. If the amount of the cash advance is over the amount Due to the Employee the following pop-up will appear for the traveler to let them know they owe money back to the University. You cannot enter more than the amount Due to the Employee.



- 7) Click Submit
- 8) Read the Statement of Accountability and click Submit.