EX.020.108 – APPLYING A CASH ADVANCE TO AN EXPENSE REPORT

Purpose	To apply a cash advance to an expense report.

Description	If an employee receives a cash advance prior to traveling, it is very important that he/she applies this amount to an expense report after the travel is completed.
	
	When Travelers Apply a Cash Advance to an Expense Report, it accomplishes the following:
	
	• Reports the portion of cash advance funds expended.
	• Reflects the difference, if any, between the approved Cash Advance and Expenses incurred.
	    o If the Cash Advance is less than the amount of expenses incurred, then the Traveler will be reimbursed by the institution for the difference.
	    o If the Cash Advance is more than the amount of expenses incurred, then the Traveler must reimburse the institution for the difference.
	• "Closes" the cash advance to signify that the trip occurred.

Security Role	**BOR PeopleSoft User**
Assumptions	None
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to apply a cash advance to an expense report.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **Employee Self-Service** link.
4.	Click the **Travel & Expenses** link.
5.	Click the **Expense Reports** link.
6.	Click the **Create/Modify** link. The system navigates to the Expense Report page and defaults to the Add a New Value tab.
7.	Verify the system populates the user's **EmplID**.
8.	Click the **Add** button. The system navigates to the Create Expense Report page.
9.	Add line(s) to the expense report for each of the expenses incurred, populating the necessary line details.
10.	From the Actions menu, select the **Apply/View Cash Advance(s)** link.
11.	Click the **GO** button.
12.	Enter an Advance ID or click the Lookup **Advance ID** button to search for a cash advance. ***Note****: Only cash advances that were paid will be available in the search options*.
13.	Click an entry in the **Advance ID** column.
14.	Review the information on this page for accuracy before applying this cash advance to the current expense report. ***Note****: If the expenses incurred are less than the Cash Advance paid, then the Traveler must adjust the amount in the Total Applied field to match the expenses incurred; this occurs because a Cash Advance can be used across multiple expense reports.*
15.	Click the **OK** button.
16.	The expense report can either be saved for later or submitted for approval. • To save, proceed to Step 17. • To submit for approval, proceed to Step 18.

Step	Action
17.	To save, click **Save for Later**. ***Note:*** *Lines or fields with errors are flagged or highlighted and these errors must be addressed before submitting the Expense report.*
18.	To submit, click **Summary and Submit**.
19.	The Expense Summary page displays. Verify the amount populated correctly next to **Cash Advances Applied** in the Totals section.
20.	The Submit Expense Report button is grayed out. Users must click the checkbox to acknowledge the submission statement. Once the box is checked, the Submit Expense Report button becomes available.
21.	Click the **Submit Expense Report** button. ***Note:*** *Lines or fields with errors are flagged or highlighted and these errors must be addressed before submitting the expense report.*
22.	The Expense Report Submit Confirm window displays. Click the **OK** button.
23.	The expense report is submitted. Note the red text below the traveler’s name confirming that “Your Expense Report has been submitted for approval.”
24.	Click the **Refresh Approval Status** button.
25.	The page refreshes and the Status updates to Submitted for Approval. The Approval History also displays and show the at-a-glance approval history for the Expense report.