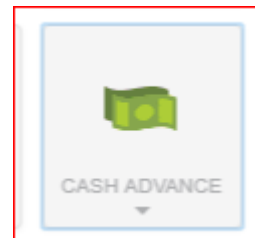
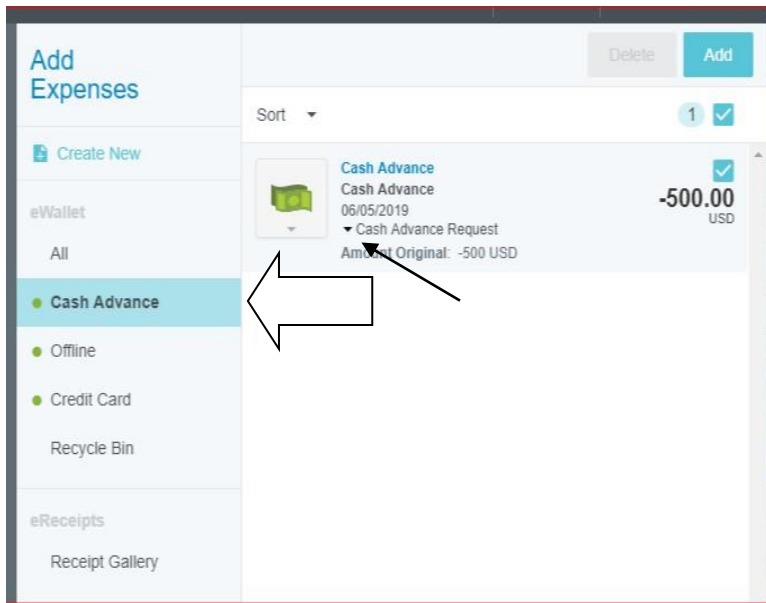


## Cash Advances

When the traveler has received a cash advance, the cash advance must be added to the Employee Travel Expense report for reconciliation. Once the advance exists in the Cash Advance folder within the E-wallet, it is available to be included with the report.

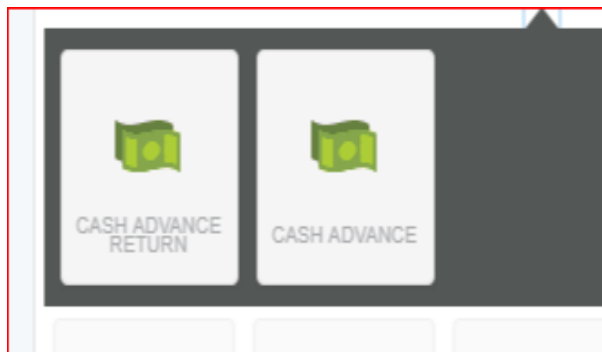
(As a hint, please be sure to add your Cash Advance tile last, the index and foapal information would incorrectly default to the Cash Advance tile if were not added in that order.)

- Select the Add Expense screen
- Select the Cash Advance in the E-Wallet list.
- Using the down arrow or add button will display the list of tiles.



From the list of Expense Tiles, select the Cash Advance Tile:

The Tiles provide 2 different situations.



The Cash Advance tile will clear all or partial of the expense, posting the expense to the department index, and clearing the Cash Advance E-wallet. Expense Reports that containing expense greater than the amount of the advance will create an invoice to the traveler as a reimbursement. Balances less than the advance will post to the travelers AR account for repayment to the University.

After the Travel Advance has been added to the additional expenses, it would display as below:

DATE	EXPENSE	SPENT	PAY ME
Wed 06/05/2019	Cash Advance	-500.00 USD	-500.00
Wed 06/05/2019	Meals - Per Diem	49.00 USD	49.00
Thu 06/06/2019	Meals - Per Diem	49.00 USD	49.00
Fri 06/07/2019	Meals - Per Diem	49.00 USD	49.00
Sat 06/08/2019	Meals - Per Diem	49.00 USD	49.00
Sun 06/09/2019	Meals - Per Diem	49.00 USD	49.00
Mon 06/10/2019	Meals - Per Diem	49.00 USD	49.00
Mon 06/10/2019	Airfare	450.00 USD	450.00

An example of a complete report that would reimburse the traveler for expense greater than the advance received.

Open	PDF	Tracking	Recall
Pending Approval		244.00 USD	
<b>Financial Summary</b>			
	AMOUNT (USD)	APPROVED (USD)	
Total Expense Reported	244.00	244.00	
Amount Due Employee	244.00	244.00	
<b>Total Expenses For Approval</b>	<b>244.00</b>	<b>244.00</b>	
<b>Applied Pre-Approval Report</b>			
DATE	REPORT NAME	AMT (USD)	
06/05/2019	Cash Advance Test for Linda	244.00	
		PDF	
<b>Remaining Balance</b>		<b>256.00</b>	
<b>Expense Summary</b>			
	AMOUNT (USD)	APPROVED (USD)	
Airfare	450.00	450.00	
Cash Advance	-500.00	-500.00	
Meals - Per Diem	294.00	294.00	
<b>Total</b>	<b>244.00</b>	<b>244.00</b>	
<b>Account Summary</b>			
	AMOUNT (USD)	APPROVED (USD)	
646998-120948	646-07GAX-- Purchasing Card Leave Activity Code blank Leave Location Code blank	244.00	
<b>Totals</b>	<b>244.00</b>	<b>244.00</b>	

The Second Cash Advance tile is the **CASH ADVANCE RETURN** tile.

On the rare occasion that the Cash Advance is more than your trip expenses, either by lower expected costs or the Use of the Purchasing Cards, you will need to add the Cash Advance Return tile to your report, in addition to the Cash Advance item in the E-Wallet.

- To select the Cash Advance Return tile, tap the + button to select the Add Expense screen.
- Tap on Cash Advance in the E-wallet folders.
- Select the Cash Advance Return Tile from the Cash Advance Folder.