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 foopal 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.

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:

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

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

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