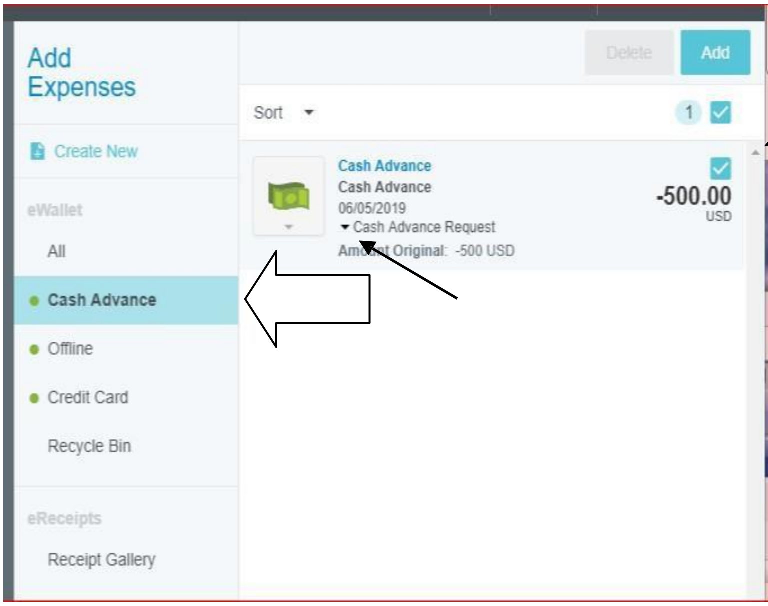
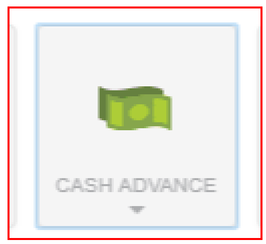
Cash Advances

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 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.

On the rare occasion that the Cash Advance is no longer needed, add the Cash Advance tile to the report from the E-Wallet - in order to place the outstanding Cash Advance to the personal AR for reimbursement.

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

An example of the Travel Advance that has been added to the additional expenses:

Cash Advance Test for Linda

0 Comments 0 Attachments

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 expenses greater than the advance received.

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Pending Approval 244.00 USD

Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	244.00	244.00
Amount Due Employee	244.00	244.00
Total Expenses For Approval	**244.00**	**244.00**

Applied Pre-Approval Report

DATE	REPORT NAME		AMT (USD)
06/05/2019	Cash Advance Test for Linda	PDF	244.00
Remaining Balance			**256.00**

Expense Summary

	AMOUNT (USD)	APPROVED (USD)
Airfare	450.00	450.00
Cash Advance	-500.00	-500.00
Meals - Per Diem	294.00	294.00
Total	**244.00**	**244.00**

Account Summary

		AMOUNT (USD)	APPROVED (USD)
646998-120948	646-07GAX-- Purchasing Card Leave Activity Code blank Leave Location Code blank	244.00	244.00
Totals		**244.00**	**244.00**