Expensing a Cash Advance

If you had a cash advance issued, you will need to expense the cash advance with your expense report for the associated trip the advance was used for.

To expense a Cash Advance (Fully utilized):

1. Click on Requests, Active Requests, find the request you are ready to expense and click on Expense located under Action.

2. Finish completing the Report Header and click Next.

3. At the bottom of the report you will see "Outstanding Advance." This should be the amount you received for the cash advance.
4. Continue to enter your expenses as normal. When you enter an out of pocket expense, the outstanding cash advance balance will reduce.

If the Outstanding Advance balance is zero, then the cash advance has been fully utilized. If you have additional out of pocket expenses, you will receive the balance you paid out of pocket minus the cash advance amount.

5. Make sure all expense have been entered, and receipts have been attached. Click Submit.

A pop up window will appear and state Report Successfully Submitted with a summary of the expense totals and disbursements.

had an additional $150 in out of pocket expenses. So they will get back $150 out of the $350 Report Total since $200 was issued as a cash advance.
To expense a Cash Advance (Excess Funds to be returned to the University):

If there are funds still available from the advance after accounting for all expenses, you will see two messages.

1. At the bottom of the screen:

All excess funds must be returned to the University before you can submit your report.

To pay back the Excess Funds and enter returned Cash Advance amount:

1. Go to the Bursar’s office to return the excess funds. The amount will be shown under Outstanding Advance.

2. On the New Expense tab, select Cash Advance Return expense type. Enter the amount of the receipt. Click Attach Receipt and attach the scanned copy of the receipt you received from the Bursar’s office.

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4. Click Submit.