Apply Travel Advance

Step One: Open Expense Report

- Create an expense report with the actual expenses incurred related to the Travel Advance that was granted prior to the trip. Attach receipts. Proceed to Step Two.
- If you have not already begun an expense report, start one for the expenses incurred.
  - Complete the Report Header
  - When you finish the report header and click to the next screen, it will give you an option to assign your existing Travel Advance to this report. In the pop up box, click the box in front of the Travel Advance you want to apply to this specific report, and then click Assign Cash Advance to Report at the bottom of the pop up box.
  - Proceed with the expense report, listing all the expenses, allocating to funds if necessary and attaching receipts.
  - If you have money left over from the Travel Advance, proceed to Step Three.
  - When done, click Submit Report.
  - You do not need to proceed to Step Two below. You are done.
Step Two: Identify Travel Advance to apply to the Expense Report

- Click View Cash Advances button to see a list of cash advances that have been disbursed but still need to be applied to an expense report.
- If the View Cash Advance is not visible, there are no outstanding cash advances.

Return to the Expense Report to which the cash advance will be applied, select the Details tab.

- Under Cash Advance heading, select Available.
• Click the box in front of the Advance to apply, and then click the Assign Cash Advance to Report button on the bottom of the screen.

![Cash Advances Table]

**Step Three: Excess Funds needing 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:

   ![Outstanding Advance Table]

2. The following message will appear when you attempt to submit the expense report.

   ![Message]

• Work with your BA to return your excess funds back to the University using Ben deposits.
• Attach a scan of the receipt received from Ben deposits to the expense report as a receipt.
• Add an expense line item using the Return of Cash Advance expense type. This represents the amount you returned to the University. Enter the amount shown on the receipt.

**Note:** The Return of Cash Advance expense type cannot be used on a report that also has money due to the employee or credit card. If your report contains imported credit card transactions or additional expenses due to the employee, select those expenses and move them to a new report:
Check the boxes on the left hand side of the expenses you would like to move.
Click on the Move button above the list of expenses. You can move the expenses to a new report or to an existing report that has not been submitted.

Step Four: Complete the Expense Report

- Make sure all expenses have been entered, and receipts have been attached.
- Submit Report