Travel Advance Request

Travel Advance disbursements will be made by completing an Expense Report. You must have already completed a pre-approval in Chrome River prior to requesting a travel advance.

1. Tap New Expense Report

2. Complete the header page and tap “Save”

3. On the Add Expense screen, tap the Plus Sign and select the CASH ADVANCE REQUEST expense type from the mosaic.

4. Enter (Today’s Date) as the day of your request.

5. Enter the Amount you are requesting.
6. Choose your allocation:
   WM Advances    W1Y0261
   VIMS Advances   V1Y0261
These are the only two choices for allocation of travel advances requests.

7. Please attach the Promissory Note and ensure you check the Promissory Note checkbox in the form. This is a way to verify and not forget to attach the document.

8. A pre-approval must be attached to the expense report. Do not attach the Chrome River Pre-approval. You must upload and attach
a copy manually to the expense report. When warning populates that “Pre-approval is required”. Type in the response box “attached”. **Tip: Scan a copy to yourself and upload manually to the expense report.**

9. To complete your request you must tap ![Save](image)

Now you are ready to submit your expense report for approval.

Tap ![Submit](image)

**TIP 1**: A Chrome River Expense Report for Travel Advance Request must be submitted without any other type of expenses on the report.

**TIP 2**: The direct deposit attachment employees will receive will no longer show the employee’s home address. It will only show the Bursar’s office address.

The Travel Advance Request will reside in the “Submitted Expenses” queue and can be tracked like other expense reports in Chrome River using the “Tracking” button. The Travel Advance will be routed directly to the Collections and Receivables department.

Once the Travel Advance has been fully approved in Chrome River, it will be sent to Banner and will indicate a status of “Exported”.

**Please Note**: When a traveler has a Travel Advance Bank, all expense requests submitted in Chrome River will be deducted from the Travel Advance Amount.
Travel Advance Returns

There are times in whereas a traveler have obtained a travel advance but is unable to attend the planned travel and results on the traveler refunding the money back.

A Travel Advance Return must be submitted if the expense report travel expenses are less than the Travel Advance amount. Once the expense report has been approved by the Travel Office, you must review your cash advance bank balance at the top of your dashboard.

The first step in refunding money back is by writing a check to William & Mary and making a payment through the Cashier’s Office in Blow Hall.

In addition to doing that, the traveler will be required to complete a Travel Advance Return using the Chrome River Expense Report.

1. Tap New Expense Report

2. Complete the header page and tap “Save”

3. On the Add Expense screen, tap the Plus Sign and select the CASH ADVANCE RETURN expense type from the mosaic.
4. Enter (Today's date) as the day of your request.
5. Enter the Amount you are refunded.
6. Choose your allocation
   - WM Advances  W1Y0261
   - VIMS Advances V1Y0261
   These are the two only choices for allocation of travel advances requests.

7. You must attach or upload a copy of the receipt that you received from the Cashier’s Office or a copy of the check
used to make the payment. The Collections and Receivables department will go into Banner and verify the payment has been received and approve the report.

8. To complete your request you must tap

9. Now that you are ready to submit your expense report for approval.

Tap

You are not required to attach a Pre-Approval form for this expense type.

**TIP:** A Chrome River Expense Report for Cash Advance Returns must be submitted without any other type of expenses on the report.