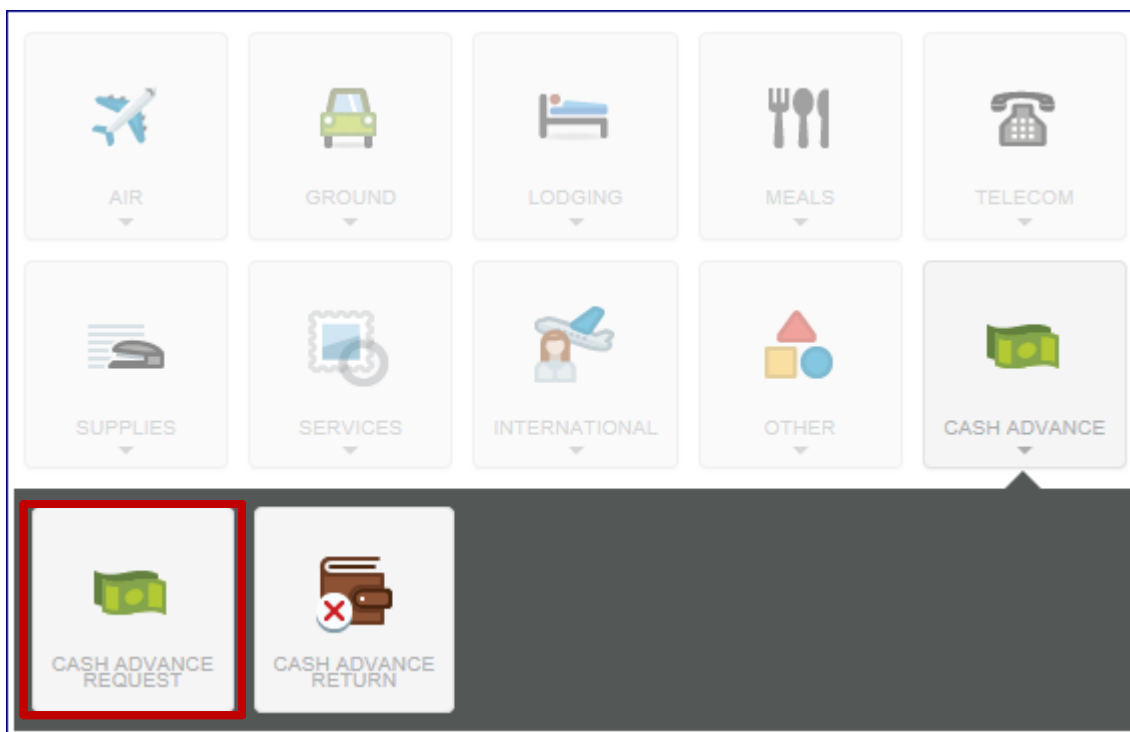


# Cash Advance Request

Travel advance disbursements will be made by completing an Expense Report. You must have already completed the pre-approval process in Chrome River **before** requesting a travel advance.

On the Add Expense screen, tap **CREATE NEW** and select the **CASH ADVANCE REQUEST** expense type from the mosaic.



Enter today's date as the day of your request.  
Enter the Amount you are requesting.

Choose your allocation:

WM Advances	W1Y0261
VIMS Advances	V1Y0261

These are the only two choices for allocation of travel advances requests.

**Cash Advance Request**

Date: 06/07/2017

Amount: 500.00 USD

Promissory Note:

**Allocation**

W1Y0261 - Travel Advances

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.

Promissory Note

You may find the Promissory Note document on the Accounts Receivable Website under forms.

To complete your request you must tap

A small, light blue rectangular button with a thin blue border and the word "Save" centered in a dark blue font.

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

Tap

A green rectangular button with a thin blue border and the word "Submit" centered in a dark green font.

In order to finalize this expense report you will have to attach a Pre-Approval form in a pdf form. You must also attach a Promissory Note.

**TIP 1 : A Chrome River Expense Report for Cash 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.**

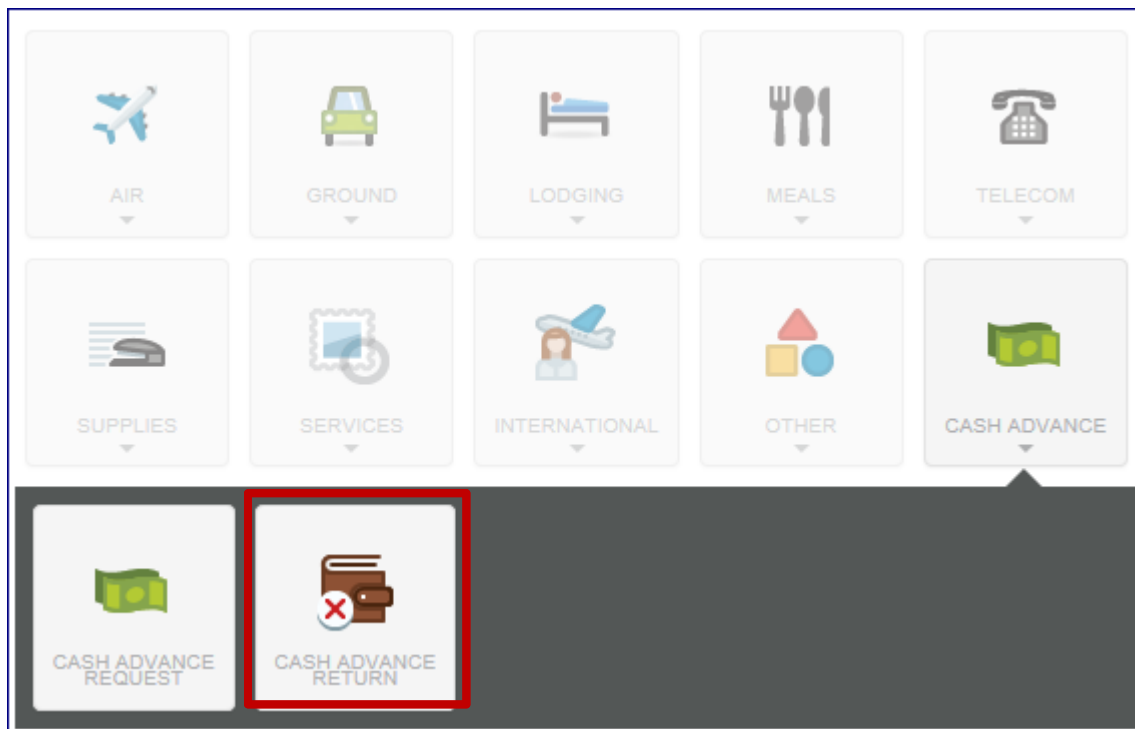
# Cash Advance Returns

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.

The first step in refunding money back is by writing a check to the Accounts Receivable department or by making a payment through the Cashiers Office.

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

On the Add Expense screen, tap **CREATE NEW** and select the **CASH ADVANCE RETURN** expense type from the mosaic.



Enter today's date as the day of your request.  
Enter the Amount you are refunded.

Choose your allocation:

WM Advances	W1Y0261
VIMS Advances	V1Y0261

These are the two only choices for allocation of travel advances requests.

**Cash Advance Return**

Date: 06/07/2017

Amount: 200.00 USD

Promissory Note:

**Allocation**

W1Y0261 - Travel Advances

You don't need to attach or upload a copy of the receipt you received from the cashiers office or a copy of the check used to make the payment. The Accounts Receivable Manager will go into Banner and verify the payment has been received and approve the expense report.

To complete your request you must tap

A rectangular button with a light blue background and a thin blue border, containing the word "Save" in a dark blue font.

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

Tap

A rectangular button with a light green background and a thin blue border, containing the word "Submit" in a dark green font.

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.**