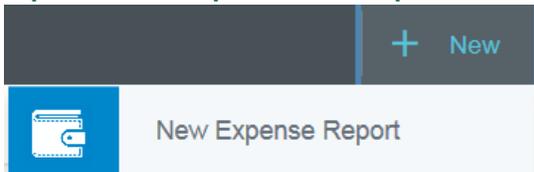


Travel Advance Request

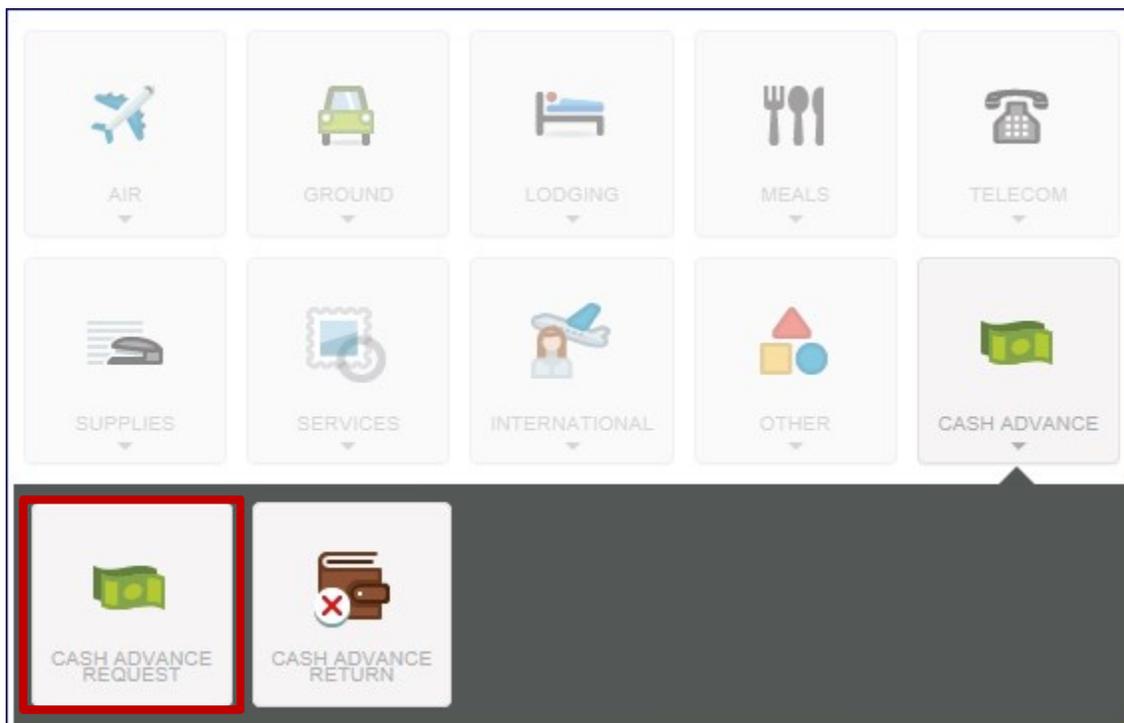
Travel Advance disbursements will be made by completing an Expense Report. You must have already completed a pre-approval in Chrome River **prior** to requesting a travel advance.

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.

 **Cash Advance Request**

Date

Amount

Promissory Note

Allocation

W1Y0261 - Travel Advances

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.

Promissory Note

You may find the Promissory Note (Acknowledgment of Responsibility form) on the Travel Website under Travel Advance Policy or on the Collections and Receivables website.

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”.

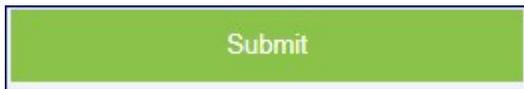
Tip: Scan a copy to yourself and upload manually to the expense report.

9. To complete your request you must tap



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

Tap



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

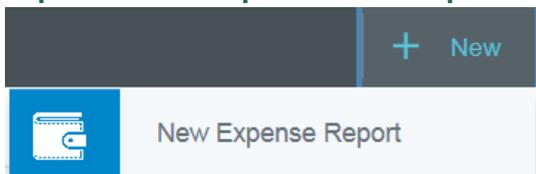
There are times in whereas a traveler have obtained a travel advance but is unable to attend the planned travel and results on the traveler refunding the money back.

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.

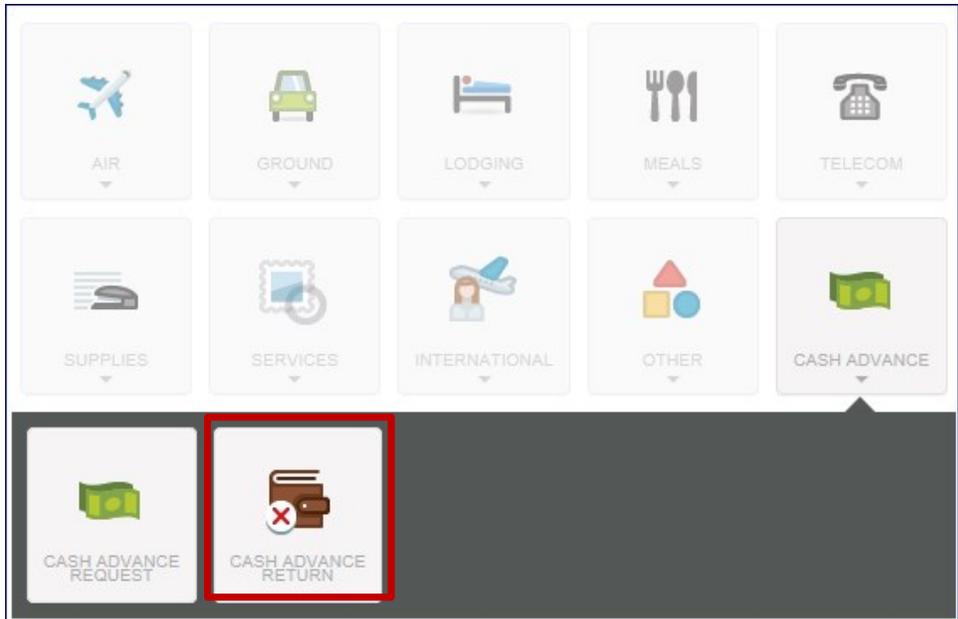
In addition to doing that, the traveler will be required to complete a Travel Advance Return using the Chrome River Expense Report.

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.

Cash Advance Return

Date

Amount

Promissory Note

Allocation

W1Y0261 - Travel Advances

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

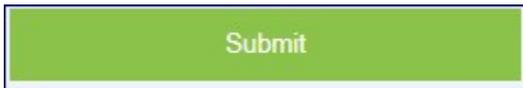
used to make the payment. The Collections and Receivables department will go into Banner and verify the payment has been received and approve the report.

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.