Requesting a Cash Advance

All requests for cash advances must be requested and submitted through an Expense Report in Chrome River. Per the <u>Travel Advance Policy</u>, travel advances are allowed to cover out-of-pocket travel expenses expected to be reimbursed to the employee. Requests must be submitted in Chrome River 10 days prior to the departure date of the trip. The traveler must attach a copy of a fully approved Pre-Approval and the <u>Acknowledgment of</u> <u>Financial Responsibility Form</u> (Promissory Note)

Note: Cash Advance requests are only available for university employees. Students and Non-WM Affiliates may not request a travel advance.

 To create a cash advance request, click the +Create button on the Navigation Bar of the Expenses section.

Expenses		+ Create
3 Draft	OReturned	O Submitted Last 90 Days

2. Complete the Expense Report Header for the trip and **Save.**

PDF - Images		Cancel Save
Expenses	For Chrome River College of William & Mary	
Report Name	Cash Advance Request- St. Louis, MO	
Pay Me In	USD - US Dollars	
Report Type	Employee -	
Non-WM Affiliate	Select	
Student	Select	
Expense Purpose Optional	Select 👻	
Expense Purpose Optional		
Purpose	Conference/Training 👻	
Please attached the confe	rence agenda, which is required.	
Reason Optional		
Travel Type	Domestic	
Start Date	01/30/2023	
End Date	02/02/2023	
Business Purpose	Cash Advance Request to help cover traveling costs to Conference	

3. From the Add Expenses window (the + with the circle), select **Cash Advance** and **Cash Advance Request.**

Add Expenses	74	-	1		¥ ? 1
Create New	AB				
eWallet All Trips	T			2	
Offline					
Personal Account Travel Data Recycle Bin	CASH ADVANCE				
eReceipts Receipt Gallery	CASH ADVANCE REQUEST	CASH ADVANCE RETURN			

4. Enter Today's Date as the **DATE** of the request and enter the amount requested in the **AMOUNT** field. Choose the appropriate **ALLOCATION**.

Note: For allocations, there are only two options to choose for the index.

- W&M Advances W1Y0261
- VIMS Advances V1Y0261

		Cancel Save
Cash Ad	lvance Request	
Date	01/25/2023	
Amount	500.00 🖬 USD	
Business Purpose	Cash Advance to help cover Airfare, Lodging, and Meals	
Promissory Note		
Allocation		
W1Y0261 LOCAL Travel	Advances	

5. Attach the Acknowledgement of Responsibility Form and click on the Promissory Note check box on the form.



Note: The Acknowledgement of Responsibility Form (Promissory Note) and be found on the Receivables and Collections Website under "Forms" or click the link in beginning of this document.

CHROME RIVER QUICK GUIDE: REQUESTING A CASH ADVANCE AND/OR CASH ADVANCE RETURN

 The fully approved Pre-Approval must be attached in PDF form using the "Add Attachment" feature on the expense report. When you click Submit, the system will populate a compliance warning "Pre-Approval is Required"- Input "See attached" in the comment text box and Submit.

Important: The Pre-Approval CANNOT be added using the system Pre-Approval dropdown or using the Add Pre-Approval Report feature. If you do attach incorrectly, the system will send a Warning entailing that you must submit the PDF manually.

The Cash Advance Request is routed to the Accounts Receivable Manager for approval. After approval, your cash advance balance piggy bank will update with the approved cash advance request amount in Chrome River.

Clearing a Cash Advance

After the travel has occurred, you will need to submit an Expense Report adding all appropriate travel expenses for reimbursement. (For more detailed explanation of creating and completing an Expense Report, see the Creating an Expense Report in the Quick Guides)

After you submit your expense report with all expenses, it will be routed for audit and approval from the Travel Office. Once the Travel Office approves the expense report, the cash advance will automatically deduct from the expense report.

Cash Advance Return Request

If you obtained a travel cash advance, but were unable to attend the planned travel, you must return the money back to the university and submit a Cash Advance Return to update your Chrome River piggy bank balance.

If the Total Pay Me Amount is <\$0, funds are owed to the university, and you should return the money back to the university and submit a Cash Advance Return to update your Chrome River piggy bank balance. To pay back the university:

- 1. Paying the Cashier's Office in Blow Hall the amount to be returned to the university. (Cashier's Office accepts cash, check, cashier's check or money order.
- 2. Keep the receipt for the payment and submit a Cash Advance Return in Chrome River.

To Submit a Cash Advance Return:

1. Click the **+Create** button on the Navigation Bar of the **Expenses** section.

Expenses		+ Create
3 Draft	OReturned	O Submitted Last 90 Days

2. Complete the Expense Report Header for the return and **save.**

		Cancel	Save
Expenses Fo	or Chrome River College of William & Mary		
Import from Pre-Approval Optional	BRORT PRE-APPROAL		
Report Name	Cash Advance Return- St. Louis, MO		
Pay Me In	USD - US Dollars 👻		
Report Type	Employee 👻		
Non-WM Affiliate Optional	- Select		
Student Optional	- Select		
Purpose	Conference/Training +		
Reason			
Travel Type	Domestic 👻		
Start Date	01/30/2023		
End Date	02/02/2023		
Business Purpose	Returning the difference of the cash advance request- All cash was not used		
Travel to more than one location?	No		
Country 1	United States		
State 1	Masouri 👻		
City 1	St. Louis		

3. From the Add Expenses window, select **Cash** Advance and **Cash Advance Return**.

CHROME RIVER QUICK GUIDE: REQUESTING A CASH ADVANCE AND/OR CASH ADVANCE RETURN

Add Expenses	76	-	<u>in</u>		WPI
Create New	7.1				111
Wallet					
All Trips Offline	a	9	-	2	٨
Personal Account					
Travel Data Recycle Bin	-				
Receipts Receipt Gallery	CASH ADVINCE			_	
	CASH ADVINCE REQUEST				

4. Enter Today's Date as the **DATE** of the request and enter the amount requested in the **AMOUNT** field. Choose your appropriate **ALLOCATION.**

Note: For allocation, there are only two options to choose for the index:

- W&M Advances W1Y0261
- VIMS Advances V1Y0261

	Gancel	ave
Sash Ac	vance Return	
Date	02/14/2023	
Amount	50.00 🔟 USD	
Business Purpose	Returning the remaining amount back to the university- Paid receipt attached.	
Promissory Note		
Allocation		
W1Y0281 LOCAL Trave	Advances	

5. Attach the payment receipt that was received from the Cashier's Office and **Save.**

	Canoel	Save
Sash Ad	ance Return	
Date	02/14/2023	
Amount	50.00 🖬 USD	
Business Purpose	Returning the remaining amount back to the university- Paid receipt attached.	1
Promissory Note		
Allocation		
W1Y0261 LOCAL Travel	Vances	

6. Submit the Expense Report.

This will update your Cash Advance Piggy Bank Balance in Chrome River.