

Cash Advance Request

Travel cash advance requests will be made by completing an expense report. An approved pre-approval must already be completed in Chrome River **before** requesting a travel advance. Cash advances must be requested within 10 business days prior to the first day of travel.

After logging into Chrome River at “chromeriver.wm.edu”. Click on the +Create option to the left on the “Expenses” bar.

The screenshot displays the Chrome River dashboard interface. At the top, there is a navigation bar with a hamburger menu icon and the 'chromeriver' logo. Below this, the dashboard is divided into three main sections: Approvals, Expenses, and Pre-Approval. The Approvals section shows 'Approvals Needed' with '22 Expense Reports' and '0 Pre-Approvals'. The Expenses section shows '3 Draft', '0 Returned', and '0 Submitted Last 90 Days', with a '+ Create' button highlighted by a red box. The Pre-Approval section shows '3 Draft', '0 Returned', and '0 Submitted Last 90 days', also with a '+ Create' button.

Section	Count	Status	Action
Approvals Needed	22	Expense Reports	
Pre-Approvals	0		
Expenses	3	Draft	+ Create
	0	Returned	
	0	Submitted Last 90 Days	
Pre-Approval	3	Draft	+ Create
	0	Returned	
	0	Submitted Last 90 days	

Complete the Header Page with the trip information. Click Save.

Report Name	Cash Advance Request- VA State Conference
Pay Me In	USD - US Dollars
Report Type	Employee
Non-WM Affiliate <small>Optional</small>	-- Select --
Student <small>Optional</small>	-- Select --
Purpose	Conference/Training
Reason <small>Optional</small>	
Travel Type	Domestic
Start Date	09/27/2021
End Date	09/30/2021
Business Purpose	To attend conference to learn about new rules and policies
Travel to more than one location?	No
Country 1	United States
State 1	California
City 1	San Diego

On the Add Expense screen, tap **CREATE NEW**

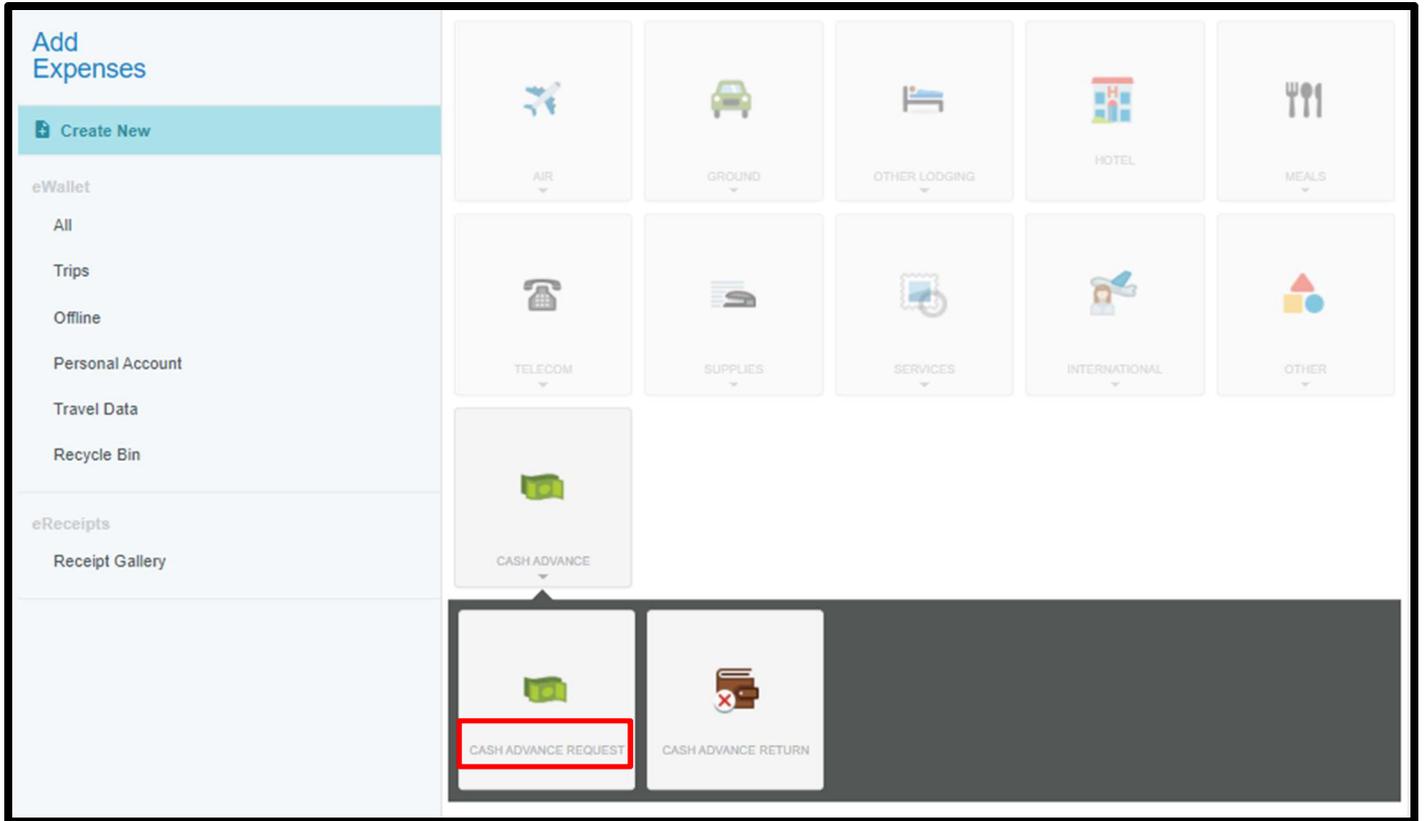
← Expenses For LaDonna M Brown

Cash Advance Request- VA State Conference

0 Comments 0 Attachments

DATE	EXPENSE	AMOUNT	PAY ME
Click "*" to add your first item.			

Select the **CASH ADVANCE REQUEST** expense type from the mosaic.

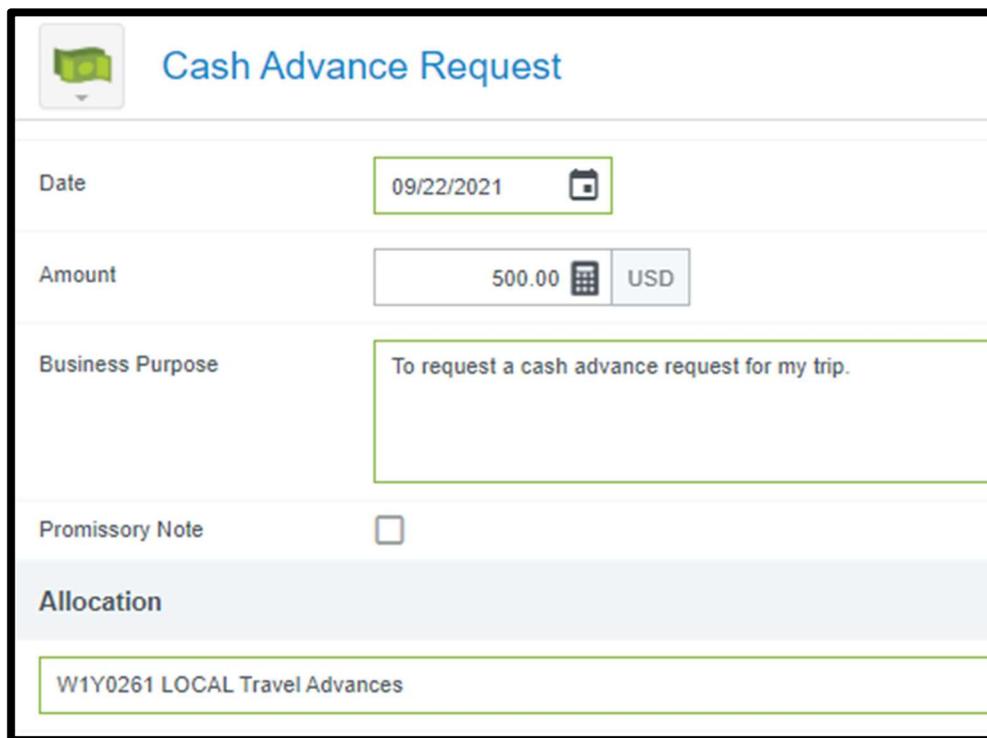


Enter today's date as the **DATE** of the request.
Enter the amount requested in the **AMOUNT** field.

Choose the appropriate allocation:

WM Advances	W1Y0261
VIMS Advances	V1Y0261

These are the only two allocation options for travel advances requests.



Cash Advance Request

Date: 09/22/2021

Amount: 500.00 USD

Business Purpose: To request a cash advance request for my trip.

Promissory Note:

Allocation: W1Y0261 LOCAL Travel Advances

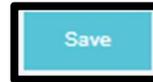
Attach the Promissory note and ensure to check the promissory note checkbox on the form.



Promissory Note

The promissory note document can be found on the Receivables and Collections website under "Forms".

To complete the request you must tap



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

Tap



Note: The approved pre-approval (in PDF form) will need to be attached using the “Add Attachment” feature on the expense report. The pre-approval CANNOT be added using the system. When you click Submit, the system will give you a warning “Pre-Approval is Required”, simply input “See attachment” in the text box and submit.

TIP 1: A Chrome River Expense Report for cash advance requests must be submitted without any other types 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 university and submitting the payment through Cashiers Office.

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

After logging into Chrome River at “chromeriver.wm.edu”. Click on the +Create option to the left on the “Expenses” bar.

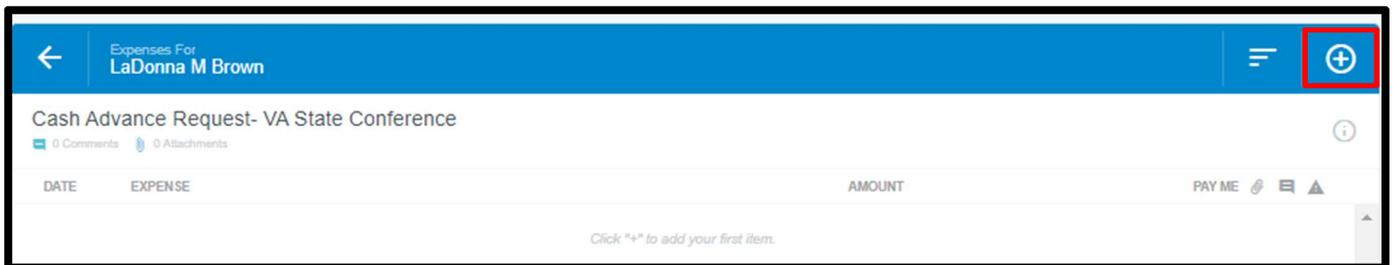
The screenshot displays the Chrome River dashboard. At the top, there is a navigation menu with a hamburger icon and the 'chromeriver' logo. Below this, the 'Approvals' section is highlighted in orange, showing 'Approvals Needed' with '22 Expense Reports' and '0 Pre-Approvals'. The 'Expenses' section is highlighted in blue and includes a '+ Create' button. It shows '3 Draft', '0 Returned', and '0 Submitted Last 90 Days'. The 'Pre-Approval' section is also highlighted in blue and includes a '+ Create' button, showing '3 Draft', '0 Returned', and '0 Submitted Last 90 days'.

Section	Draft	Returned	Submitted Last 90 Days
Approvals Needed	22 Expense Reports	0 Pre-Approvals	
Expenses	3	0	0
Pre-Approval	3	0	0

Complete the Header Page with the trip information. Click Save.

Report Name	Cash Advance Return- VA State Conference
Pay Me In	USD - US Dollars
Report Type	Employee
Non-WM Affiliate <small>Optional</small>	-- Select --
Student <small>Optional</small>	-- Select --
Purpose	Conference/Training
Reason <small>Optional</small>	
Travel Type	Domestic
Start Date	09/27/2021
End Date	09/30/2021
Business Purpose	Conference was cancelled- Advance no longer needed
Travel to more than one location?	No
Country 1	United States
State 1	California
City 1	San Diego

On the Add Expense screen, tap **CREATE NEW**



DATE	EXPENSE	AMOUNT	PAY ME
------	---------	--------	--------

Select the **CASH ADVANCE REQUEST** expense type from the mosaic.

Add Expenses

Create New

eWallet

- All
- Trips
- Offline
- Personal Account
- Travel Data
- Recycle Bin

eReceipts

- Receipt Gallery



AIR



GROUND



OTHER LODGING



HOTEL



MEALS



TELECOM



SUPPLIES



SERVICES



INTERNATIONAL



OTHER



CASH ADVANCE



CASH ADVANCE REQUEST



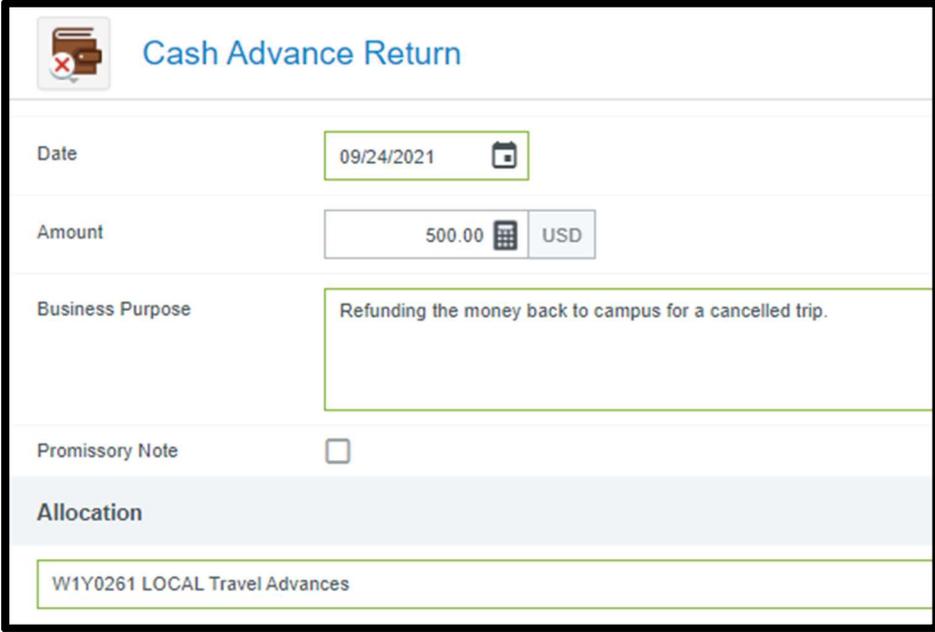
CASH ADVANCE RETURN

Enter today's date as the **DATE** of the request.
Enter the amount of the refund in the **AMOUNT** field.

Choose the appropriate allocation:

WM Advances	W1Y0261
VIMS Advances	V1Y0261

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



Cash Advance Return

Date: 09/24/2021

Amount: 500.00 USD

Business Purpose: Refunding the money back to campus for a cancelled trip.

Promissory Note:

Allocation: W1Y0261 LOCAL Travel Advances

The receipt from the cashier's office can be uploaded to this cash advance return. The Receivables and Collections Manager will go into Banner and verify the payment has been received and approve the expense report.

To complete your request you must tap



Now 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.