APPLYING A CASH ADVANCE TO AN EXPENSE REPORT IN THE TRAVEL AND EXPENSE MODULE

1. Sign into Travel Only Self Service website.
2. Click the **Employee Self Service** link.
3. Click the **Expense Report** link.
4. Click the **Create** link.
5. In the **Description** field, enter a short explanation for the reason of your Expense Report.
6. Select the most appropriate **Business Purpose** from the drop-down list.
7. Enter or Select the **Location** you are traveling to:
    a. To enter, type the location in the following format: **City, ST**
    b. To select the location, click the **Look Up Location** icon (magnifying glass).
        i. Enter the two-letter state abbreviation in the **Search by** field.
        ii. Click the **Look Up** button.
        iii. Locate the correct city in the **Description** field.
        iv. Click the **Expense Location** code for that city.
8. In the **Comment** field, enter any additional descriptions you wish to add to your Expense Report.
9. In the first blank row of the **Details** section, select the appropriate **Expense Type** from the drop-down list.
10. In the **Date** field, enter the date you actually incurred the expense.
11. In the **Payment Type** field, select how you paid for the expense.
    a. If the Expense Type is mileage, choose "N/A (i.e., mileage)
12. Verify the **Billing Type** is Internal.
13. Click the **Detail** link at the end of the row.
14. Enter all necessary information.
15. Click the **Check Expense for Errors** button.
16. If there are any errors, make the necessary corrections in the red fields and then click the **Check Expense for Errors** button again. Continue this step until all errors are gone.
17. Click the **Return to Expense Report** link.
18. Click the **Apply Cash Advance(s)** link.
19. Click the **Advance ID Look up** button (magnifying glass) to pull up all outstanding Cash Advances.
20. Locate the Cash Advance you want to apply and click its **Advance ID** link.
21. If your Cash Advance is equal or less than the total of your actual expenses, skip to step #26. If your Cash Advance is more than the total of your actual expenses, continue.
22. In the **Total Applied** field, enter the amount of your Total Employee Expenses (reminder, you cannot apply a Cash Advance amount that is greater than the expenses you incurred for that trip).
23. Click the **Update Totals** field. You should now have a $0 amount for Total Due Employee.
24. Note the **Balance** from the Cash Advance. You will need to reimburse your institution this amount.
25. Click the **OK** button.
26. On the Expense Report page, click the **Check for Errors** button.
27. If there are any errors on the Expense Report, make the necessary corrections for those items flagged in red. Click the **Check for Errors** button again until all errors are gone.
28. Click the **Submit** button.
29. Click the **OK** button to confirm submission.
30. Once you are returned to the Expense Report page, note your Expense Report ID and click the **Printable View** link.
    a. The system will open a second window. Do not close this window.
    b. You will see the report process and go through some of the following stages: Queued, Processing, and Success. This process can take anywhere from 10 to 60 seconds.
    c. Your Expense Report will be displayed in this window.
    d. Use the Print icon to print a copy of your Expense Report.
    e. Close the report window.
31. Click the **Home** link.