Creating a Cash Advance in the Travel and Expense Module

1. Click the **Employee Self Service** link.
2. Click the **Cash Advance** link.
3. Click the **Create** link.
4. In the **Description** field, enter a short explanation of your planned trip.
5. Select the most appropriate **Business Purpose** from the drop-down list.
6. In the **Comment** field, enter any additional descriptions you wish to add to your Cash Advance. Include the following:
    a. Dates of your travel
    b. Location of your travel
    c. Travel Authorization ID, if applicable
7. From the **Source** drop-down box, select the method in which you should receive your Cash Advance.
8. In the **Description** field, enter exactly what the Cash Advance is to be used for.
9. In the **Amount** field, enter the amount you are requesting based on the description.
10. If you wish to break up your Cash Advance into different lines, click the **Add a Row** button at the end of the first row (+).
11. Repeat steps 9 through 12 until you have added all necessary rows.
12. Click the **Update Totals** button.
13. Click the **Submit** button.
14. Click the **OK** button to confirm submission.
15. To print a copy of your Cash Advance, on the Cash Advance page, click the **Printer Icon** directly above the Details section.
16. The system will open a second window. Do not close this window.
    a. 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.
    b. Your Cash Advance will be displayed in this window.
    c. Use the Print icon to print a copy of your Cash Advance.
    d. Close the report window.
17. Click the **Home** link.