Requesting a Cash Advance

Chrome River is the primary system tracking employee travel expenses and pre-approval authorizations. If an employee has qualified for a cash advance, it will be necessary to create a Travel Authorization and a Cash Advance Request in the Enterprise Financial System (EFS). Requests for cash advances should be rare. Follow the instructions in this job aid.

**STEP 1: GETTING STARTED**

Verify the employee qualifies for a cash advance per the “Cash Advances” policy. Cash advances are restricted and only used for the following reasons:

- Travel will extend longer than fourteen (14) days without return to the employee’s campus or University location.
- The employee will be paying for all or some business-related expenses for a group consisting of two or more individuals (e.g., hotel expenses).
- The destination service providers (food, lodging, auto rental, etc.) do not honor the University charge/credit cards (e.g., cash-based economy).
- Cash for research subject payments.
- Hosting of prospective student-athletes.

**STEP 2: CREATE A TRAVEL AUTHORIZATION**

Travel Authorizations must be created and approved prior to requesting a cash advance. Before central administration will condone giving cash to an employee prior to a trip, the necessary documentation and approvals need to be in place.

Log in to MyU (myu.umn.edu). Navigate to: Key Links > PeopleSoft > EFS/Finance > Travel & Expenses > Travel Authorization > Create/Modify.

1. Enter the EmplID of the employee associated with the Travel Authorization (TA).
2. Click <Add>.
3. Select a business purpose from the drop-down menu.
4. In Description, enter a brief summary of the trip or reason for the TA (30-character max).
5. Enter the default location or click the lookup icon to search or select it from the list. Note: If the trip involves more than one location, enter the first in the Default Location field and additional destinations in the justification in the Notes field on the Summary and Submit page.
6. In Date From/To, enter the travel (or event) start and end dates.
7. Click <Accounting Defaults>. The ChartField string that displays will be associated with each line in the Details section unless a separate ChartField string is entered for an individual line.
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8. Click <OK> to return to the Travel Authorization - Create page.

9. Use either Single Line Entry, as outlined below, or the Quick-Fill feature to add expense features.

a. Single Line Entry
   i. Enter the date associated with the expense type. If the expense will occur on multiple dates (e.g., lodging), use the initial date.
   ii. Select the expense type from the drop-down menu. Each line should represent one type (e.g., lodging), NOT multiple types (e.g., lodging, food, mileage). The expense type chosen will determine the Account value for the ChartField string.
   iii. “Out of Pocket” defaults in the Payment Type field.
   iv. Enter the estimated cost of the expense.

b. Multiple Expenses
   i. Click the <Quick-Fill> link above the Expense Type field.
   ii. Enter the From and To dates.
   iii. Check the boxes in the One Day or All Days column that correspond with the expense type needed. Note: All Days is only used when different ChartField strings will be associated with different days of the trip or when the expenses must be listed out per day.
   iv. Click <OK>.
   v. For each expense line that has been added to the Travel Authorization- Create page, enter the appropriate amounts.
      1. Enter the amount of the expense.
      2. “Out of Pocket” defaults in the Payment Type field.
      3. Verify the Accounting Details for each expense line; click <Expand All> to view all lines, or click <Accounting Details> on each expense line.
      4. Make corrections as needed.

10. Click all red flags which indicate more information is needed.

11. Once all information is complete, click <Summary and Submit> at the top of the Travel Authorization - Create page.

12. Click the notes icon and enter the justification for the Travel Authorization.
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13. Click <Add Notes>.

14. Click <OK>.

15. Click <Submit Travel Authorization> to submit for approval.

STEP 3: CREATE A CASH ADVANCE REQUEST

Once the Travel Authorization has been approved, a Cash Advance can be created.

Navigate in EFS: Travel & Expenses > Cash Advance > Create/Modify.

1. Enter the EmplID for the employee associated with the Travel Authorization.

2. Click <Add>.

3. Enter the Travel Authorization ID (or search for the ID) in the Authorization ID field. This field is required for approval by Disbursement Services. By populating the Authorization ID field, the Description, Business Purpose, and Comments will populate based on what was originally entered in the Travel Authorization.

4. From the Source drop-down menu, select “Generate Cash Advance Payment.”

5. In Description, enter a summary of how the cash advance amount was calculated or will be used. For example, “$49 x 25 days + $100 = 1,325.”

6. Enter the amount being requested. Note: The maximum amount of cash advance for travel is calculated as $50 per day, per person, plus $100 per person. The total requested cannot exceed the expected expenses.

7. Click <OK> on the Submit Confirmation page.

8. The preparer must print the Cash Advance Report by clicking on <Print Bar Coded Cash Advance>. Note: After printing, the person requesting the cash advance must sign the report. Once signed, scan and email to expense@umn.edu. Include in the subject line: “Cash Advance Request #XXXXX”.

At the conclusion of the trip, the employee must account for all expenses related to the trip and submit an Expense Report in EFS instead of Chrome River. This is necessary as it will account for the encumbrance of funds created by the Travel Authorization.

For additional assistance on submitting expenses in this manner, contact the Financial Helpline.