Create a Cash Advance

Before a cash advance is created, a travel authorization must be approved in the system. The travel authorization ID must be entered on the cash advance.

1. Navigate to: Employee Self-Service > Travel and Expense Center > Cash Advance > Create.
2. Enter the EmplID for the employee associated with the travel authorization.
3. Click <Add>.
4. 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.
5. From the Source drop-down menu, select “Generate Cash Advance Payment.”
6. In Description, enter a summary of how the cash advance amount was calculated or will be used. For example, “$49 x 25 days + $100 = $1325.”
7. Enter the amount being requested. Note: The maximum amount of a cash advance for travel is calculated as $50 per day, per person, plus $100 per person. The total requested cannot exceed the expected expenses.
8. Click <OK> on the Submit Confirmation page.
9. The preparer must print the cash advance report. The preparer must print the cash advance report by clicking on <Print Bar Coded Cash Advance>. Note: After printing the cash advance report, 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 #XXXX”.

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Creating Travel Authorizations and Cash Advances
5-4-15