Travel Advance requests must be submitted and approved at least 30 days before the trip occurs.

- Only allowed for cash in hand purchases for Student Group Travel or Athletic Team Travel.
- Not allowed for Individual Travel or Prepaid expenses.

I. Requesting a Travel Advance

A. If you are assigned as a delegate to one or more people, make sure you are in the correct account before starting the expense report. You are working as whoever's name is showing in the upper right hand corner of the screen.

B. From the Dashboard, tap the **+NEW** button in the upper right corner and select **NEW EXPENSE REPORT** from the drop-down menu. The Report Header Screen Appears.

C. The Report Name should start with "Advance for" and include the departure date of the trip and the business purpose for the trip.

D. Choose "Employee" as University Affiliation (only employees may receive Travel Advances).

E. Choose the applicable Travel Report Type (Group Travel, Athletic Team Travel, or Athletic Guarantees Paid Out).

F. Choose the trip type and enter the destination. Multiple cities, states, and countries may be added.

G. Put in your Departure Date and Return Date.

H. Click **Save** (at the top)

I. If the *Add Expenses* screen does not pop up, click on the plus sign with a circle around it.

1. To request a Travel Advance, make sure "Create New" is selected in the list under *Add Expenses*. Click on the Travel Advance category, and then select the Travel Advance expense type.

J. After choosing Travel Advance, the Expense Entry form appears. Please complete all fields.

1. The date should be the departure date of the trip.
2. In the Spent field, put the amount requested for cash in hand purchases.
3. The Description field should include the business purpose for the Travel Advance.
4. Add the Allocation. Travel Advances will not post to any budget, this is only to get the correct approval routing. Multiple allocations can be used.
5. The attachment should be the Travel Advance Detail Form found on the Accounts Payable webpage.
6. Click Save. The Travel Advance is now added to the expense report on the left half of the screen.

K. The Travel Advance should be the only expense on the report for a Travel Advance request. After you have the Travel Advance expense type added, click **Submit** at the bottom of the screen. Then you have to click **Submit** again for the *Submit Confirmation* at the top right of the screen.

L. Once submitted, the Travel Advance will follow the necessary approval chain.

M. Like all other expense reports, it can be returned or recalled for correction, and you can print or save a PDF copy of the report for your records.

N. After the Travel Advance is approved and paid, it will show as a Cash Advance Balance on your Chrome River Dashboard.

   1. If you have a Cash Advance Balance, any future reimbursements will be deducted from that balance until there is no balance left – even if the reimbursements are not related to the original Travel Advance. Think of it like a declining balance account.

II. Reconciling the Travel Advance

A. After the group trip is over, create an expense report for group/team travel. Enter all expenses paid with the Advance funds using "Create New". Also, include any other reimbursements and purchasing card transactions related to the trip on the expense report.

   1. If not all of the Travel Advance funds were used on the trip, return the unused funds to the Cashier's Office with a completed Cashier Transmittal Form. Please be sure the funds are deposited to Fund 100000 and Account 110200. DO NOT return the unused funds to your Department Index.

   2. To report your unused funds, add the expense type "Travel Advance Return" to the expense report for the group trip.

      a) The date should be the date that the funds were returned to the Cashier's Office.

      b) The amount you returned goes in the Spent field as a positive amount.

      c) The Description should be Unused Travel Advance and the business purpose.

      d) Add the Allocation. Travel Advance Returns will not post to any budget, this is only to get the correct approval routing. Multiple allocations can be used.

      e) For Travel Advance Returns, the attachment must be the Cashier's Receipt that shows the funds were returned to the University.

III. Please note that if you have a Cash Advance Balance DO NOT enter expense reports for Non-Employee or Student reimbursements – the amount would be deducted from your balance and they would not get paid.