

## Cash Advances

Requests for cash advances related to travel or other University expenses are reviewed by the Procurement Department and may be approved for amounts greater than \$100. Advances for per diem are only authorized for travelers without a P-Card and only if the total amount is greater than \$100.

### Requesting Cash Advances

1. Create an Expense Report using 'Cash Advance Request' as the Purpose

Expense Report ER00000922

#### Document Header

Enter the header information for this expense report and click Continue.

\* Document Title  \* Purpose

2. Select 'Cash Advance Request' from the drop-down list & click 'Add Expense'

The screenshot shows a web browser window with the URL [https://xm83.saas.infor.com/er/app/document/er\\_header\\_create\\_screen.jsf](https://xm83.saas.infor.com/er/app/document/er_header_create_screen.jsf). The page title is "Expense Report Travel Advance". There are buttons for "Receipts", "History", "Print", "Close", and "Submit". The "Report Total" is \$0.00. A navigation bar includes "Overview" (selected), "Summary", "Items", "Notes", and "Attachments". The "Document Header" section shows "Tracking #: ER00000922" and "Purpose: Cash Advance Request". A "View/Edit Header" link is present. The main area contains instructions and an "Add Expense" button. A dropdown menu is open, showing "Cash Advance Request" selected. Other options include "Use the Items tab to view your expense report items, or add a new item by clicking Add Expense." and "After adding all items, click the Submit button to send your document for review."

3. Fill out \*Required fields in the 'Standard Information' section
  - a. Date: Use today's date
  - b. Amount: Total amount needed
  - c. Description: Event name
  - d. Event Date: First date of event/travel

#### Standard Information

\* Expense Type  \* Date  \* Amount  \* Currency

\* Payment Type  \* Description  \* Event Date

4. Add FOAPAL information to 'Charge Code Allocations' section
5. Fill out any applicable fields in the 'Additional Information' section
6. 'Save'

7. Provide justification and detailed substantiation of why a cash advance is needed and 'Continue'
- a. Justification: Reason advance is necessary, (i.e. employee does not have P-Card, vendor does not accept Visa credit card, etc...)

**Travel related requests must include the following information:**

**Who:** Name/number of traveler(s)

**What:** Name of the trip (conference name, mission name, etc.)

**When:** Travel dates/number of days

**Where:** Destination

**Why:** Purpose of trip

- b. Substantiation: Formula for how amount was determined, (i.e. per diem rates x number of days, cost estimates with description of expense, etc...)



Please provide an explanation for your request of a Cash Advance.

**Cash Advance Request**

\* Explanation

\$280.00 on Oct 1, 2014

Employee does not have a P-Card and needs an advance for a trip occurring 10/15/2014 thru 10/20/14. Amount includes per diem, calculated at Standard CONUS rate of \$46 for 5 days plus \$50 for checked baggage fees.

[+ View Policy](#)

8. 'Submit' Expense Report

The Cash Advance Request will go through department and Finance approvals before being sent to Banner. Once the request has been sent to Banner, a check will be cut to the employee requesting the cash advance. The employee's Infor account will also show a transaction related to the cash advance on the 'Credit Card' tab in Infor.

**Estimating Travel Expenses**

Non P-Cardholders requesting a travel advance must provide details on how the advance was calculated. Travelers should use the General Services Administration website to estimate per diem and lodging advances.

1. Select 'Per Diem Rates' from the Web Links menu

My Inbox My Info

Documents

Create New: Refresh Inbox Receipts Start Proxy

Inbox [9] Review Credit Card [43]

Web Links

- All Policies
- Infor
- Per Diem Rates

- Search for the appropriate per diem rate on the GSA website: [www.gsa.gov](http://www.gsa.gov)
- Estimate expenses using the table provided on the website

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)											Meals & Inc. Exp.**	
		2014			2015									
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	222	177	177	177	177	229	229	229	229	162	162	222	71

- Lodging rates are specific to month/year and do NOT include taxes
  - Meals & Incidentals are a daily per diem rate
    - Reduce first & last day rates to 75% of the daily rate
    - Provided meals need to be deducted from the estimate using the [Breakdown of M&IE Expenses](#) table on the GSA website
- Travelers may estimate per diem using the Standard CONUS rate of \$46 instead of searching for a specific locality. Any adjustments to per diem will be made after travel occurs on the Expense Report used to reconcile the advance.

### Reconciling Cash Advances

Reconciliation for advances should be done within 14 days after the event/trip ends and no later than 30 days from the initial receipt of cash. If the advance is not reconciled within 30 days from the receipt of cash, the employee will be invoiced to repay the advance.

- Open an Expense Report with a purpose of 'University Expenses' to reconcile cash advances
- Select the credit card transaction related to the cash advance and 'Attach'

Expense Report ER00000923

Document Header

Enter the header information for this expense report and click Continue.

\* Document Title  \* Purpose



Unattached Transactions (1)

[Export](#)

<input type="checkbox"/>		Expense Type	Date ▲	Amount	Currency	Status	Has Folio	Merchant	City	Card Type	Card Account
<input checked="" type="checkbox"/>			10/13/14	\$280.00	USD			N/A	N/A	Cash Advance Requests	XXXXXXXXXX5009

- Click the pencil to edit

Attached Transactions (1)

<input type="checkbox"/>		Expense Type	Date ▲	Amount	Currency	Status
<input type="checkbox"/>			10/13/14	\$280.00	USD	



b. Select the 'Cash Advance' Expense Type

c. Fill out \*Required fields in the 'Standard Information' section

- i. Update 'Description'
- ii. Event Date: first day of event/travel

d. Check 'University Expense' checkbox

e. Add FOAPAL information to 'Charge Code Allocations' section

f. Fill out any applicable fields in the 'Additional Information' section

g. 'Save'

3. Provide details on how funds were spent by **reconciling related receipts as out-of-pocket expenses**

a. Select an Expense Type from the drop-down list and Click 'Add Expense'

b. Fill out \*Required fields in 'Standard Information' section

c. Check 'University Expense'

d. Add FOAPAL information to 'Charge Code Allocations' section

e. Fill out any applicable fields in 'Additional Information' section

f. Add detailed comments in 'Notes' section

g. Click the 'Save' button

h. Repeat these steps for each expense related to the cash advance

4. Add a per diem allowance, if applicable, instead of reconciling each meal receipt
  -  Note: See Per Diem section of manual for instructions on adding an allowance

Expense Type		Add Expense		Transactions		Delete		Change Alloc	
<input type="checkbox"/>		Expense Type	Date	Amount					
<input type="checkbox"/>		TBPDALL: Per Diem Allowance, Business Travel	10/12/14	\$34.50					
<input type="checkbox"/>		Cash Advance	10/13/14	\$280.00					
<input type="checkbox"/>		TBAIR: Airfare, Business Travel	10/13/14	\$25.00					
<input type="checkbox"/>		TBPDALL: Per Diem Allowance, Business Travel	10/13/14	\$46.00					
<input type="checkbox"/>		TBPDALL: Per Diem Allowance, Business Travel	10/14/14	\$46.00					
<input type="checkbox"/>		TBPDALL: Per Diem Allowance, Business Travel	10/15/14	\$46.00					
<input type="checkbox"/>		TBPDALL: Per Diem Allowance, Business Travel	10/16/14	\$34.50					

5. Attach receipts for each item, except the Per Diem Allowance, and 'Submit'
6. Review the Financial Details to see how reconciliations will settle the advance

- a. Go to the 'Overview' tab
- b. Click on 'Financial Details'
  - i. 'Authorized Expenses' will display total amount of business expenses
  - ii. 'Less Cash Advances' will display the amount of any advances received

Expense Report October 2014

Receipts History Print Close Submit

Overview Summary Items [7] Notes Attachments

Document Header  
Tracking #: ER00000923  
Purpose: University Expense  
From Date: 10/12/14  
To Date: 10/16/14  
[View/Edit Header](#)

Status/History  
Status: Create  
Owner: Kenneth K Field  
Created By: Kenneth K Field  
[Status Details](#)

Financial Overview  
Report Total: \$232.00  
Due Employee: \$0.00  
Due Company: \$48.00  
[Financial Details](#)

**Financial Details**

Total Reported Expenses	\$232.00
Less Personal Expenses	\$0.00
Business Expenses	<b>\$232.00</b>
Less Unauthorized Expenses	\$0.00
<b>Authorized Expenses</b>	<b>\$232.00</b>
Less Company Paid Expenses	\$0.00
<b>Less Cash Advances</b>	<b>\$280.00</b>
Reduction to Employee Amount Owed Company	\$0.00
Company Pays to Corporate Charge Card(s)	\$0.00
<b>Amount Due Company from this Report</b>	<b>\$48.00</b>
Amount Due Employee	<b>\$0.00</b>
Employee Pays to Corporate Charge Card(s)	\$0.00
Employee Payments Made to Company	\$0.00

**Amount Due Company/Employee =  
Authorized Expenses – Cash Advances**

7. Review the 'Summary' tab to see a daily/weekly breakdown of expenses

- a. **Cash:** Displays amount of cash advances on report
- b. **Travel – Business:** Displays expenses on report

Overview		Summary		Items [7]		Notes		Attachments	
Category	Sun 10/12/14	Mon 10/13/14	Tue 10/14/14	Wed 10/15/14	Thu 10/16/14	Fri 10/17/14	Sat 10/18/14	Category Total	
Cash		(\$280.00)							(\$280.00)
Travel - Business	\$34.50	\$71.00	\$46.00	\$46.00	\$34.50				\$232.00
Daily Total	\$34.50	(\$209.00)	\$46.00	\$46.00	\$34.50	\$0.00	\$0.00		(\$48.00)