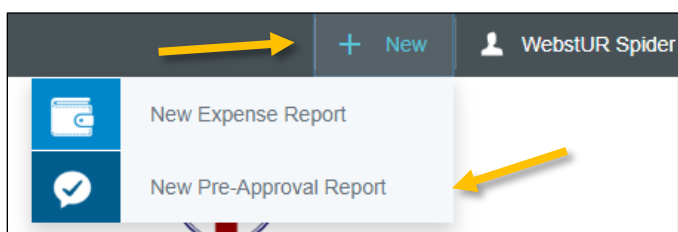


Requesting a Cash Advance

All requests for cash advances must be requested and approved through a pre-approval report in Chrome River. Note that, per the [Travel Policy](#), travel advances are only allowed in limited circumstances, typically when a credit card cannot be used as an appropriate or effective means of payment.

1. To create a pre-approval report, click the **+ New** button on the Navigation Bar and select **New Pre-Approval** report from the dropdown menu.



2. Complete the pre-approval report header, and select **Cash Advance Requested** under the **Cash Advance** field. Additionally, enter the advance amount requested under **Cash Advance Amount**.

Cash advances are only permitted for research participant payments, athletics student host funds, student group travel meals, and travel to remote areas where PCards cannot be used.

If you receive a cash advance, you must submit an expense report through Chrome River to clear that advance. If there are any unused funds from your advance, those funds must be deposited at the Cashier's Office prior to submitting your expense report and your expense report must include the Cash Advance Return entry with the deposit receipt from the Cashier's Office attached.

Cash Advance

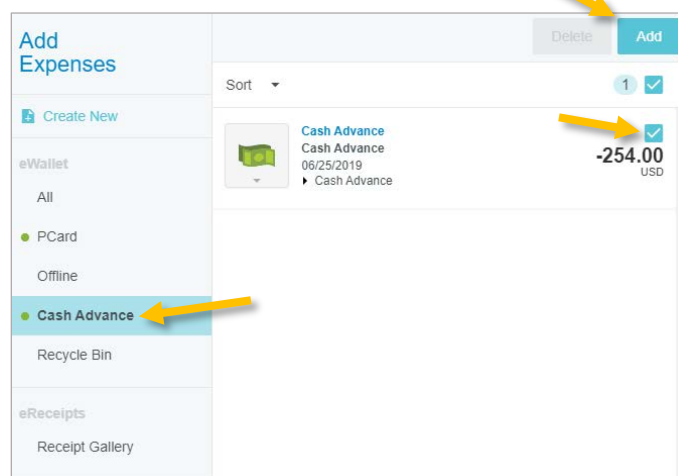
Cash Advance Amount

After the report header has been fully completed, click **Save** in the upper right corner of the header to continue. You will now have the opportunity to add any applicable expenses to the report, and submit it for approval as normal. (For a more detailed explanation of creating and completing a pre-approval header and report, see the Create Pre-Approval Report Quick Guide.)

If the cash advance request is approved, the advance must be cleared on an Expense Report within 30 days after completion of the trip or event and excess funds must be returned to the Cashier's Office prior to clearing the advance, as described below.

Clearing a Cash Advance

1. To reconcile the advance, create a new expense report. (For a more detailed explanation of creating and completing an expense report, see the Create Expense Report Quick Guides.) Under **Add Expenses**, select the expense tile for the funds used. Next, add the appropriate index/fund and attach receipts. Any previously approved cash advances will appear in your **eWallet** under **Cash Advance**. To add it to your expense report, select the checkbox on the cash advance line and click **Add** in the top right corner.



2. The Cash Advance Expense Form will now display. The **Transaction Date** and **Spent** amount will automatically populate with the values previously approved. Confirm that a **Business Purpose** has been entered, and click **Save** in the top right corner.

A screenshot of the 'Cash Advance' expense form. The form is titled 'Cash Advance' and has 'Cancel' and 'Save' buttons in the top right. The 'Transaction Date' field is populated with '06/25/2019'. The 'Spent' field is populated with '-254.00 USD'. The 'Business Purpose' field contains the text 'Researching spiders in Peru'. The 'Description' field contains 'Cash Advance'. The 'Merchant' field is empty.

3. This will add the cash advance to your expense report and reduce the **Total Pay Me Amount** on the report summary by the amount of the advance.

If the Total Pay Me Amount is < \$0, funds are owed to the University, and you should follow the Cash Advance Return process described in Steps 4-6 below.

If the Total Pay Me Amount equals \$0, the advance has successfully been cleared and the report can be submitted. If the Total Pay Me Amount is > \$0, the payee spent more than the cash advance received, and this amount reflects the total due to be paid by the University once the report has been submitted.

4. In the event that you did not spend the entirety of the advance, University policy requires that unused funds must be returned to the Cashier's Office. Complete the Deposit Form (available from the [Cashier's Office website](#)) with the following values [Note: the appropriate Index/Fund and Account values have changed]:

- **Description** – Enter the first and last name of the person who received the advance
- **Amount** – Enter the amount being returned to the University
- **Index/Fund** – Enter 10000 [This is a change]
- **Account** – Enter 1444 [This is a change]
- **Type** – Select **General Revenue**
- **Preparer Name, Department, Campus Phone, Email** – Enter as appropriate

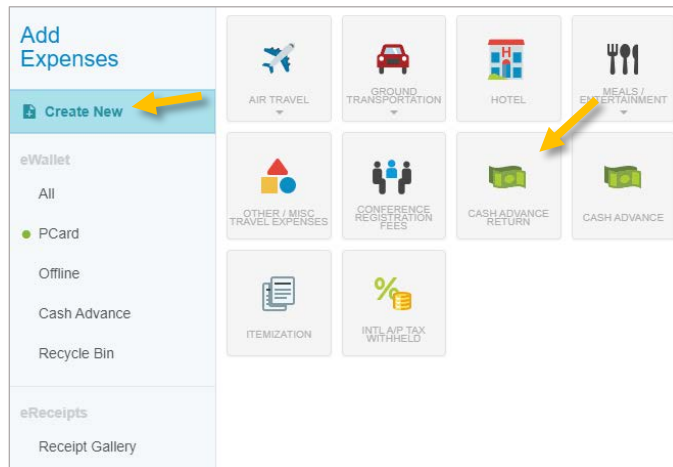
| Check # (If Applicable) | Payer Name | Description (No Classifiers) | Amount | Index/Fund | Account | Type |
|-------------------------|----------------|------------------------------|----------|------------|---------|-----------------|
| | Webster Spider | | \$ 52.00 | 10000 | 1444 | General Revenue |
| Total Deposits | | | \$ 52.00 | | | |
| Total Checks | | | \$ - | | | |
| Total Cash | | | \$ 52.00 | | | |

Special Instructions/Notes

Preparer Name: Webster Spider, Department: Athletics, Campus Phone: x5555, Email: wspider@richmond.edu

Print two copies of the completed form and take to the Cashier's Office along with cash or check to be deposited. The Cashier's Office will keep one copy of the Form and you will receive a cash deposit receipt.

5. Additionally, you will need to add a Cash Advance Return expense to your report. Select **Create New** in the Add Expenses window to display the expense tile mosaic, and select the **Cash Advance Return** tile.



6. Complete the Cash Advance Return Expense Form by entering the value of the cash advance that was returned in the **Spent** field and clicking the checkbox certifying that unused funds have been returned to the Cashier's Office and you have attached a copy of the cash deposit receipt to the report. Attach the receipt in the **Attachments** section at the bottom of this form. Click **Save** to add the Cash Advance Return to your report.

Transaction Date: 09/01/2019

In the Spent field below, input the value of the Cash Advance which was returned

Spent: 52.00 USD

Business Purpose: returning travel advance balance from conference

Description (Optional):

I certify that I have returned unused funds to the Cashier's office. A copy of the cash deposit receipt is attached to this expense report.

The **Total Pay Me Amount** should now be \$0, and the report can be submitted.