CASH ADVANCES

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Overview

This user guide contains detailed instructions on how to create and process Cash Advances. This document applies to UVM employees who handle their own Travel and Expense forms, as well as their delegates.

Responsibilities

- A Travel Authorization must be created prior to creating a Cash Advance. Information from the Travel Authorization is used in the Cash Advance.

- It is recommended that the Authorization and Advance be submitted AT LEAST TWO WEEKS PRIOR to the departure date to allow time for departmental and Disbursement Center approval. Contact the Disbursement Center immediately if approval is needed for special circumstances.

- The traveler should check the status of the cash advance before going to the Treasury Services Office in Waterman to pick up their cash advance form. The traveler will only be issued an advance from this form when the status is Approved by the Prepay Auditor in the Disbursement Center.

- An approved Cash Advance will be available for pick up in the Treasury Services office five business days before the trip. Only the traveler can pick up the cash or traveler’s checks, and must present a valid UVM ID.

- Upon acceptance of the Cash Advance, the traveler is responsible for the University’s funds and is required to abide by all University travel policies and procedures.

- The traveler is personally responsible for the Cash Advance until the balance is either returned to the University, or the funds are fully accounted for via an Expense Report. The use of these funds must comply with the Travel Policy. If appropriate documentation is not supplied to the University upon completion of the trip, the traveler will be responsible for reimbursing the University.

- Travelers are responsible for the Cash Advance and subsequent Expense Report even if a delegate has entered the form on behalf of the traveler.

Delegate Entry Authority to Other Users

Delegating Entry Authority enables an employee to authorize another employee to take action on PeopleSoft Travel and Expense forms on their behalf.
Be aware that colleges or departments within the University may have specific directives on this matter. Check with your departmental business manager if you have questions on Travel and Expenses for your area.

**NOTE:** Although a traveler may delegate authority to another user to enter Travel and Expense forms, the traveler is still responsible for understanding the Travel Policy, and for the accuracy, timeliness, and completion of their reports.

To set up a delegate for Travel and Expense forms:

1. Log in to PeopleSoft through the **Financials** login.
2. Navigate to: **Main Menu > Employee Self Service > Travel and Expense Center**
3. In the **Profiles and Preferences** section, select **Delegate Entry Authority**.
4. The **Authorize Users** page displays a list of users authorized to take action on your behalf in the PeopleSoft Travel and Expense module. If you have not authorized any delegates, the only User ID listed will be your own.
5. Click the **plus sign (➕)** to add a row.
6. Type in the user ID of the person whom you are authorizing as a delegate. If you do not know their User ID, click the **Look Up** icon to search for it.
7. The User ID is equivalent to the UVM netID. The netID can be found in the **UVM Directory**. It is often, but not always, the first initial of a person’s first name, followed by the first several letters of their last name.
8. If you are unable to find the User ID, click **Advanced Lookup**. The Description field contains the employee’s name. Enter the person’s name in this format: **first name%last name**. For example, **Rally%Cat**. Click **Look Up**. If there are multiple people with the same name and you are unsure of the correct User ID to select, check with the employee to confirm their PeopleSoft User ID.
9. Select the **Authorization Level** from the dropdown list. Assign your delegate **Edit**, **Edit & Submit**, or **View** access.
10. Click **Save**.
11. Repeat **Steps 5-10** to add more delegates if needed.
12. To delete an authorized user, click the **–** at the end of the appropriate line and the user will be removed from the list upon saving.
Cash Advance Tips and Reminders

- The Cash Advance process requires that a Travel Authorization be created first, so that it can be used as a template to pre-populate the Cash Advance with necessary information. See the Travel Authorizations User Guide.

- Submit Cash Advance forms AT LEAST TWO WEEKS PRIOR to the departure date to allow time for departmental and Disbursement Center approval. Contact the Disbursement Center to get approval for special circumstances.

- Workflow for the approval of Cash Advances is based on the default chartstring in the employee travel profile. The approver for that chartstring may reassign the cash advance from their own worklist to the worklist of an approver in another department if necessary.

- If the amount of the Cash Advance needs to be changed, the original Cash Advance must be deleted before creating a new one. Contact the Disbursement Center for assistance.

- Approvers must ensure that the Travel Authorization has been approved, and that the Cash Advance is completed correctly before approving.

- The Disbursement Center will return a Cash Advance request that has not been completed properly. There is no notification through PeopleSoft when a Cash Advance is sent back. It is the responsibility of the traveler or their delegate to proactively check the status of the Cash Advance using the View function.

- To see why a Cash Advance request has been returned, navigate to Employee Self-Service > Travel and Expense Center > Cash Advance > Modify, and click the red comment hyperlink at the top right of the form. Read the whole message. Contact the Disbursement Center with any questions regarding this message:

  ![Travel & Expenses - Cash Advance Report](image)

  Click the comment link in red to view the Approver Comments:
• If the status of a Cash Advance is not Approved by the Prepay Auditor and it has not been returned, it may be stuck in the workflow. Contact the Disbursement Center for assistance. A Footprint may need to be submitted.

• Cash Advances will not be issued based on the traveler’s copy of the form. Travelers only need to print out and bring their copy of the cash advance form to the Treasury Services Office when they are returning money after a trip is completed.

Create and Manage Cash Advances

A PeopleSoft Cash Advance is required to receive funds to travel.

Create a Cash Advance for Yourself

NOTE: To create a Cash Advance, a Travel Authorization form must first be completed. See the Travel Authorization User Guide for instructions.

NOTE: If you are an authorized delegate creating the Cash Advance on behalf of another employee, see the section Create a Cash Advance for Other Employees.

1. Log in to PeopleSoft through the Financials login (https://www.uvm.edu/~erp/portal/).
2. Navigate to: Employee Self Service > Travel and Expense Center
3. In the Cash Advances folder, click Create/Modify.
4. Select the appropriate purpose in the **Business Purpose** dropdown list.

5. Type a short, meaningful description in the **Advance Description** field (e.g., 2018 Conference). This description will be helpful when searching for the Cash Advance in the future.

6. In the **Begin Date** field, enter the **Departure Date** of the trip.

7. In the **End Trip Date** field, enter the **Return Date** of the trip.

8. In the **Travel Auth#** field, enter the **Travel Authorization ID Number**, located on the upper right corner of the Travel Authorization form. Also add a description including the purpose, destination and dates of the trip.

   **NOTE:** A Cash Advance cannot be created unless a valid Travel Authorization has already been created.

   **NOTE:** The Cash Advance request will be sent back if the **TA# & Comments**, the **Begin Date**, and **End Trip Date** field are not completed as required.

9. In the **Source** drop-down box, choose **Cash From Cashiers Office** or **Direct Deposit ACH**.

   **NOTE:** If you choose **Direct Deposit ACH**, verify that you have elected to receive your travel and expense payments via direct deposit. Instructions for updating your payment method can be found [here](#).
10. In the **Description** field, indicate how the Cash Advance will be used (e.g., meals, taxi fare, etc.)

11. In the **Amount** field, enter the amount of the request in US dollars.

   **NOTE:** The amount of your Cash Advance cannot be greater than the amount of your Travel Authorization.

12. Click on **Save for Later** to show the amount of the Cash Advance being requested. The form is now saved in the system; continue with the completion and submission of the form, or navigate elsewhere and return to it later.

   **NOTE:** The screen will display **Create Cash Advance** in the upper left corner, until it is saved. After saving, it will change to **Modify Cash Advance**, and a unique Cash Advance ID will be displayed in the **Report** field, just above the **Travel Auth #** field. The form is now in **Pending** status.

**Before saving:**

![Create Cash Advance](image)
After saving:

13. To attach supporting documentation to the Cash Advance, see the Attach Documents section.

14. When ready to submit, click the checkbox to certify that the advance will be used for authorize purposes. This will activate the Submit Cash Advance button.
   NOTE: Edits are not allowed once submitted.

15. Click Submit Cash Advance. The Cash Advance will be routed to the Approver and then to the Prepay Auditor.
   NOTE: Make sure to submit the related Travel Authorization as well.

16. Click Sign Out to leave PeopleSoft, or navigate elsewhere in the system.

Create a Cash Advance for Another Employee

If authorized as a delegate for another employee, you can create a Cash Advance on behalf of that individual.

1. Complete Steps 1 - 3 in Create a Cash Advance.

2. On the Add a New Value tab, click the magnifying glass. This will bring up a list of employees for whom you are an authorized expense user. Click the appropriate Empl ID from the Search Results.
3. Click the Add button to create a new Cash Advance form.

4. Proceed with Step 4 in Create A Cash Advance.

Attach Documents to a Cash Advance

The Attachment functionality is useful for receipts, scanned conference agendas, and additional supporting documentation. **SUGGESTION:** It is best practice to first **Save for Later** on the Travel Authorization, so that a number is assigned, before a document is attached.

1. Click Attachments.

2. Click the Add Attachment button.
3. Click **Choose File** to search for a file.

4. Navigate to the desired file. Press **Open**

5. Click **Upload**.
6. An additional Description can be added if desired. Click Add Attachment again if there are more documents to attach. When finished attaching documents, click OK.

The counter next to Attachments has changed to (1). The document has been successfully attached to the Cash Advance.

View the Status of a Cash Advance [Traveler or Delegate]

Approvers who need to view the status of a Cash Advance that has been submitted, refer to the section View the Status of a Cash Advance [Approvers Only] section of this guide.

1. Log in to PeopleSoft through the Financials login (https://www.uvm.edu/~erp/portal/).
2. Navigate to: Employee Self Service > Travel and Expense Center
3. In the Cash Advances folder, click View
4. To view all Cash Advances, clear any search criteria, then click **Search**. If there is only one Cash Advanced available to view, it will display automatically.

If you are a delegate, clicking **Search** will return a list of the Cash Advances for all users for whom you are an authorized delegate.

5. To search for a specific Cash Advance, use the default Basic search, and search by the known piece of information: Advance ID, Advance Description, Advance Status, Creation Date, Empl ID, or Name (of the traveler receiving the advance).

**Basic Search:**

![Basic Search](image)

Or, click **Advanced Search** for more search options. Add multiple criteria, or use the selection of operators, such as begins with, contains, etc. from the dropdown lists.
Cash Advance

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: [Advance ID] begins with [ ]

Search Advanced Search
Advanced Search:

Cash Advance

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

- Advance ID: begins with
- Advance Description: begins with
- Name: contains Smith
- Empl ID: begins with
- Advance Status: =
- Creation Date: > 07/01/2018

☐ Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

6. Once the criteria is entered, click Search. Sort the Search Results if desired, by clicking the column header. The results will be sorted by that column’s values.

View the details of a Cash Advance in the Search Results by clicking any blue link in its row.
7. The status of the Cash Advance will appear next to the Cash Advance ID in the Report field.

8. **Status** definitions:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>Not yet submitted</td>
</tr>
<tr>
<td>Submitted for Approval</td>
<td>Awaiting approval</td>
</tr>
<tr>
<td>Approved</td>
<td>OK’d by Departmental Approver</td>
</tr>
<tr>
<td>In Process</td>
<td>Approval by Multiple Departments in process</td>
</tr>
<tr>
<td>Denied</td>
<td>Not approved - no longer usable</td>
</tr>
<tr>
<td>Paid</td>
<td>Money disbursed, or ready for disbursement</td>
</tr>
<tr>
<td>Reconciled</td>
<td>Cash Advance is reconciled with Expense Report</td>
</tr>
<tr>
<td>Closed</td>
<td>Processing Complete</td>
</tr>
</tbody>
</table>

**NOTE:** A Cash Advance that has been **DENIED** cannot be resubmitted. Create and submit a new Cash Advance if needed.

9. The **Approval History** section at the bottom of the report displays icons that represent where the Cash Advance is in the approval process. If an icon is gray (inactive), then the form has not reached that stage. If the icon is colored (active), and does not have a green check, then this is the next stage in the process. If the icon is colored (active) and has a green check, the stage has been approved by the approver.

   Below the Approval History icons, the system displays the approval history for each stage. If there is more than one approver for any stage, the system displays **Pooled**.
View the Status of a Cash Advance [Approvers Only]

*Travelers and delegates who need to view the status of a Cash Advance that has been submitted, refer to the section View the Status of a Cash Advance [Traveler or Delegate].*

1. Log in to PeopleSoft through the Financials login ([https://www.uvm.edu/~erp/portal/](https://www.uvm.edu/~erp/portal/)).
2. Navigate to: T & E Administration > Travel and Expense Center
3. In the Cash Advances folder, click View.
4. To view all Cash Advances, clear any search criteria, then click Search. If there is only one Cash Advanced available to view, it will display automatically.

   If you are a delegate, clicking Search will return a list of the Cash Advances for all users for whom you are an authorized delegate.

5. To search for a specific Cash Advance, use the default Basic search, and search by the known piece of information: Advance ID, Advance Description, Advance Status, Creation Date, Empl ID, or Name (of the traveler receiving the advance).

**Basic Search:**
Or, click **Advanced Search** for more search options. Add multiple criteria, or use the selection of operators, such as begins with, contains, etc. from the dropdown lists.
Advanced Search:

6. Once the criteria is entered, click **Search**. Sort the Search Results if desired, by clicking the column header. The results will be sorted by that column’s values.

View the details of a Cash Advance in the Search Results by clicking any blue link in its row.

7. The status of the Cash Advance will appear next to the Cash Advance ID in the **Report** field.
8. **Status** definitions:

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<tr>
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<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Not yet submitted</td>
</tr>
<tr>
<td>Submitted for Approval</td>
<td>Awaiting approval</td>
</tr>
<tr>
<td>Approved</td>
<td>OK'd by Departmental Approver</td>
</tr>
<tr>
<td>In Process</td>
<td>Approval by Multiple Departments in process</td>
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**NOTE:** A Cash Advance that has been **DENIED** cannot be resubmitted. Create and submit a new Cash Advance if needed.

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Below the Approval History icons, the system displays the approval history for each stage. If there is more than one approver for any stage, the system displays **Pooled**.

### Delete a Cash Advance

The traveler or the traveler’s delegate can delete a Cash Advance.

1. Log in to PeopleSoft through the **Financials** login (https://www.uvm.edu/~erp/portal/).

2. Navigate to: **Employee Self Service > Travel and Expense Center**

3. In the Cash Advances folder, click **Delete**.
4. On the **Delete Cash Advance** page, click **Search** to list the Cash Advances that are eligible for deletion.

   If you are an authorized delegate, you can limit your search to a specific employee’s requests by clicking the **magnifying glass** on the Empl ID field. Click the Empl ID or Name from the list, then click **Search**.

5. In the **Select** column, click the checkbox next to the Cash Advance(s) to be deleted.

6. Click the **Delete Selected Cash Advance(s)** button. *This action cannot be reversed.*

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**Frequently Asked Questions**

**How do I get a cash advance for travel?**

A Travel Authorization and a Cash Advance must be filled out (and both forms must be approved in the system) before being eligible to access a cash advance. Completing these forms should be done well ahead of the departure date, at least 2 weeks in advance, and notify the appropriate approver that they are in the system awaiting approval.

**Where and when do I pick up my cash advance?**

Direct deposit is the preferred method of receiving Cash Advance funds. If that is not an option and you are on campus, the cash must be picked up in the Treasury Services Office in Waterman. It will be available five business days prior to the departure date. Bring a printed copy of the Cash Advance form, along with a valid form of personal identification.

**What if there is money left over from the cash advance?**

After returning from the trip, create an expense report from the Travel Authorization that was used (see the [Expense Reports User Guide](#)). You can apply the cash advance to the expense report. Be sure to apply only the amount that was spent. While creating an expense report, print
the detail page that was used to actually apply the cash advance (the page is titled: Apply Cash Advance(s)). Take this page, along with the funds to return, to the Treasury Services Office. The Apply Cash Advance(s) page displays all of the information that the Treasury Services staff will need to process the funds.

Resources/Help

Help

For questions about this information, please email travel@uvm.edu.

Helpful Links

- Travel Authorizations User Guide (PDF)
- Expense Reports User Guide (PDF)
- Travel Approvals User Guide (PDF)
- UFS Roadshow Training Topics (PDF)
- Professional Development & Training Classes

Relevant UVM Departments

- Travel
- Purchasing Services
- Sponsored Project Administration

Related Policies & Procedures

- Automobile Rental
- Business Meals and Amenity
- Petty Cash
- Travel Accident Insurance
- Travel
Suggestions? Updates?

Email travel@uvm.edu