TRAVEL CASH ADVANCES

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Overview

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

Responsibilities

- The traveler or delegate must create a Travel Authorization prior to creating a Travel Cash Advance. Information from the Travel Authorization is used in the Travel Cash Advance.
- It is recommended that the Travel Authorization and Travel Cash 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 Travel Cash Advance before going to the Treasury Services Office in Waterman to pick up their cash. The traveler will only be issued a travel cash advance from this form when the status is **Approved by the Prepay Auditor** in the Disbursement Center.
- An approved Travel Cash Advance will be available for pickup at Treasury Services five (5) business days before the trip. Only the traveler can pick up the cash, and must present a valid UVM ID.
- Upon acceptance of the Travel 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 Travel 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 (PDF). 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 Travel Cash Advance and subsequent Expense Report even if a delegate has entered the form on behalf of the traveler.

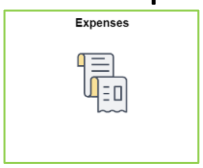
Delegate Entry Authority to Other Users

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. Click the **Expenses Tile** then the **Delegate Entry Authority** tile.


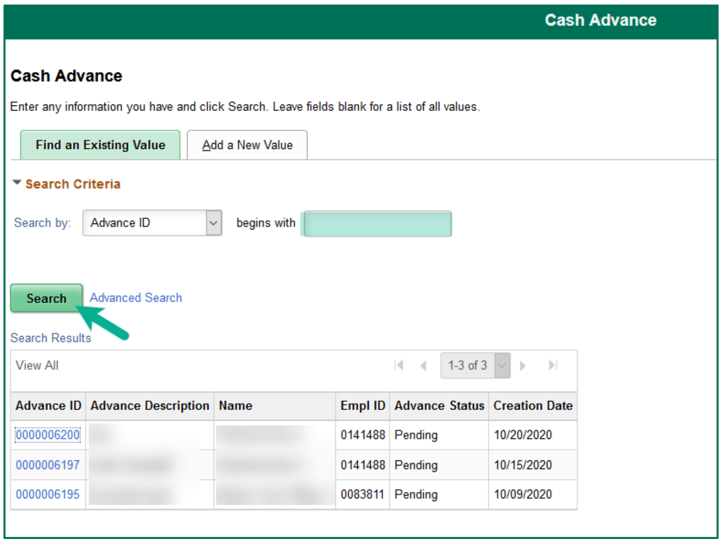
then


3. 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.
4. Click the **plus sign**  to add a row.
5. 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.
6. 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.
7. 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 **Search**. 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.
8. Select the **Authorization Level** from the dropdown list. Assign your delegate **Edit**, **Edit & Submit**, or **View** access.
9. Click **Save**.
10. Repeat **Steps 4-9** to add more delegates if needed.

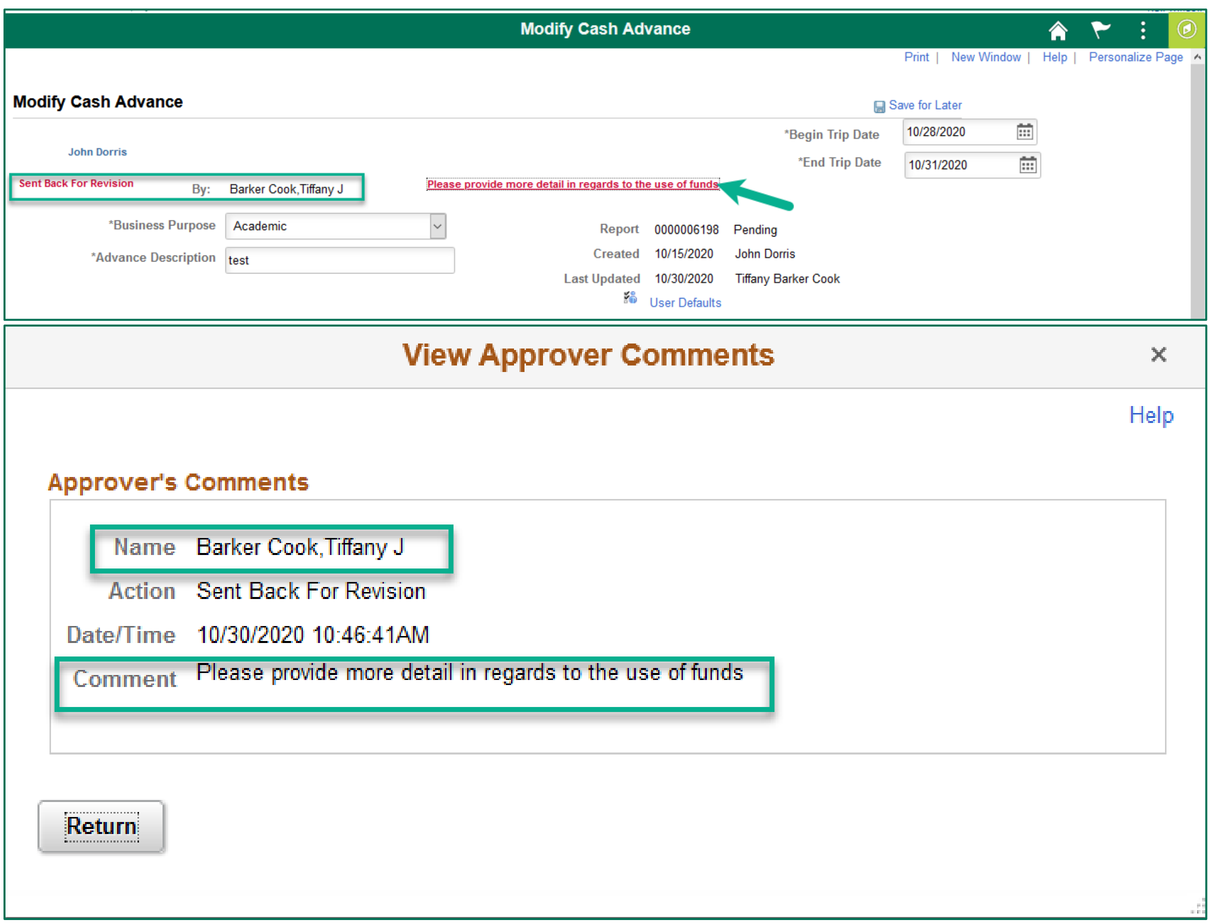
11. To delete an authorized user, click the **minus sign** at the end of the appropriate line and the user will be removed from the list upon saving.

Travel Cash Advance Tips and Reminders

- The Travel Cash Advance process requires that a Travel Authorization be created first, so that it can be used as a template to pre-populate the Travel Cash Advance with necessary information. See the Travel Authorizations User Guide (PDF).
- Submit Travel 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.
- If the amount of the Travel Cash Advance needs to be changed after it has been approved, the original Travel 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 Travel Cash Advance is completed correctly before approving**.**
- The Disbursement Center will return a Travel Cash Advance request that has not been completed properly. There is no notification through PeopleSoft when a Travel Cash Advance is sent back. It is the responsibility of the traveler or their delegate to proactively check the status of the Travel Cash Advance using the **View** function.
- To see why a Travel Cash Advance request has been returned, Use the navigator to access the path **Employee Self-Service > Travel and Expenses > Cash Advance > Create/Modify**, select the tab *Find an Existing Value* and search by the cash advance number. If you do not know the cash advance number you can leave the field blank and all cash advances that are available to modification will be populated. Select the cash advance you want to review/modify.



- Click the link in red to view the Approver Comments. Read the whole message. Contact the individual regarding any questions with this message:



- 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 Treasury Services when they are returning money after a trip is completed.

Create and Manage Cash Advances

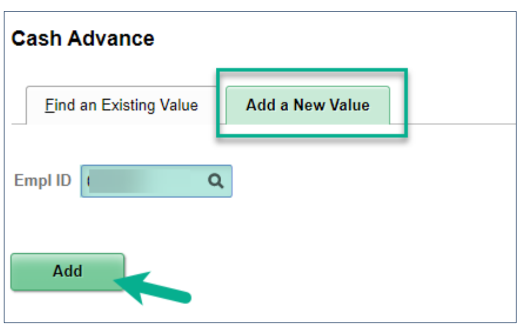
A PeopleSoft Cash Advance is required to receive funds to travel.

Create a Travel Cash Advance for Yourself

NOTE: To create a Travel Cash Advance, a **Travel Authorization form must first be completed**. See the Travel Authorization User Guide (PDF) 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.
2. Use the navigator to access: **Employee Self Service > Travel and Expenses > Cash Advances > Create/Modify**.
3. Select the tab for **Add a New Value.** Confirm your employee ID defaulted into the search box then click **Add.**



4. Select the appropriate purpose in the **Business Purpose** dropdown list.
5. Type a short, meaningful description in the **Advance Description** field (e.g., 2021 HEUG Conference). This description will be helpful when searching for the Cash Advance in the future.
6. In the **Begin Trip 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 Id** field, enter the **Travel Authorization ID Number,** located on the upper right corner of the Travel Authorization form.

   NOTE: A Travel Cash Advance cannot be created unless a valid Travel Authorization has already been created. The Travel Cash Advance request will be sent back if the **Travel Auth Id**, the **Begin Trip Date**, and **End Trip Date** field are not completed as required.

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

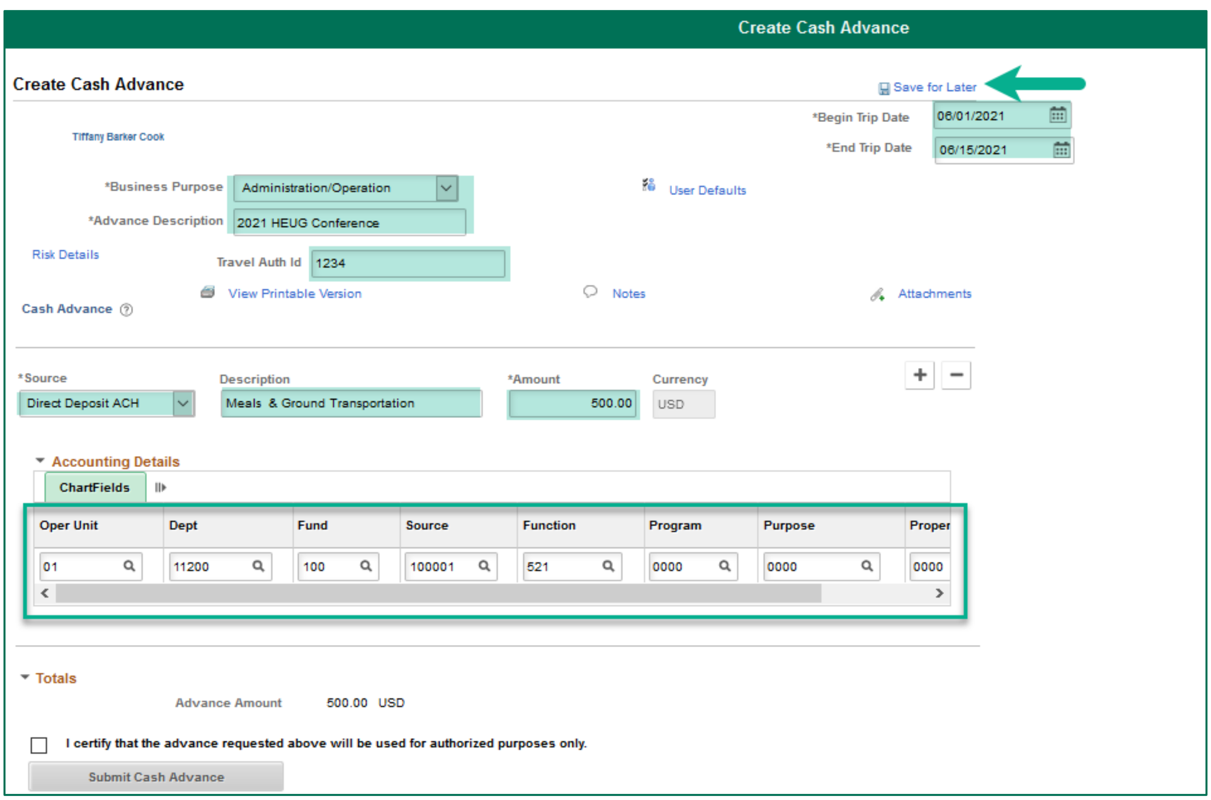
   NOTE: If you choose **Direct Deposit ACH,** verify that you have elected to receive your travel and expense payments via direct deposit. See the T&E Direct Deposit Reimbursement User Guide (PDF) for instructions.

10. In the **Description** field, indicate how the Travel 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 Travel Cash Advance cannot be greater than the amount of your Travel Authorization.

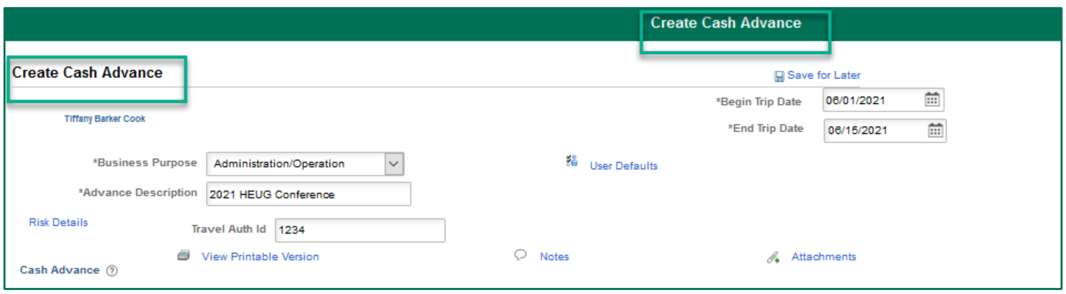
12. Verify that your department chartstring is correct. You can update the chartstring for the cash advance here. If you want to change your default chartstring, you can do so in your **User Defaults.**



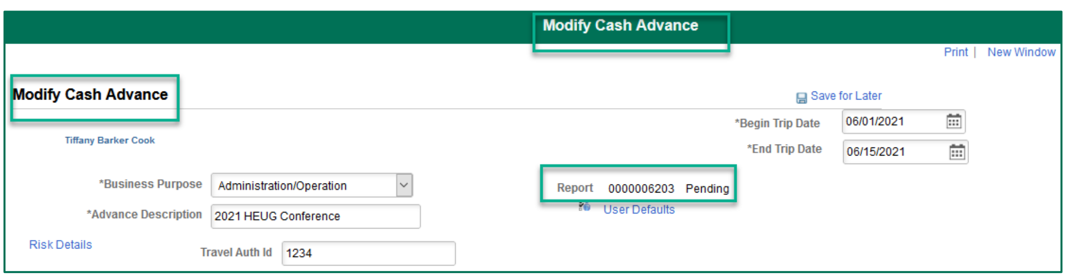
13. Click **Save for Later** to show the **Report** number. The form is now saved in the system; continue with the completion and submission of the form, or navigate elsewhere and return to it later.

    NOTE: The screen will display **Create Cash Advance** in the upper left corner and Status bar, 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 in the upper right. The form is now in **Pending** status.

Before saving:



After saving:

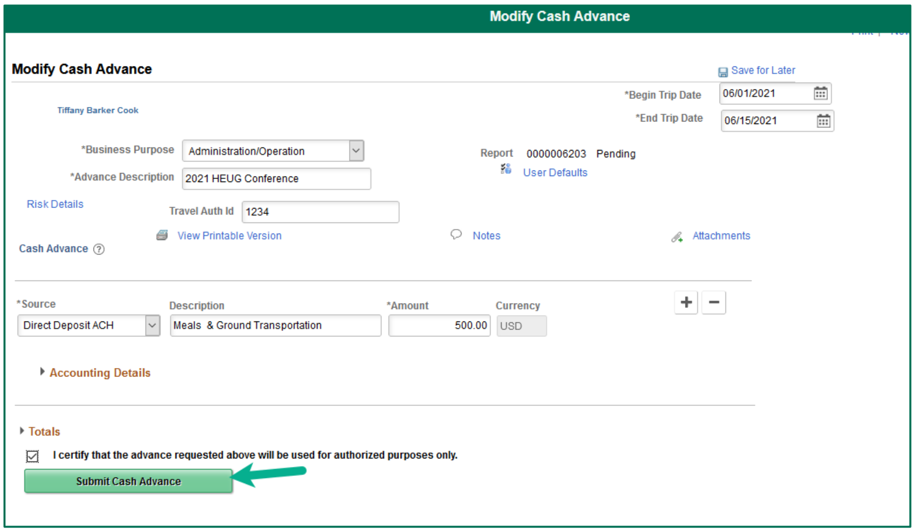


14. To attach supporting documentation to the Cash Advance, see the Attach Documents section.

15. When ready to submit, click the checkbox to certify that the advance will be used for authorized purposes. This will activate the **Submit Cash Advance** button.

16. Click **Submit Cash Advance**. The Cash Advance will be routed to the Approver and then to the Prepay Auditor.

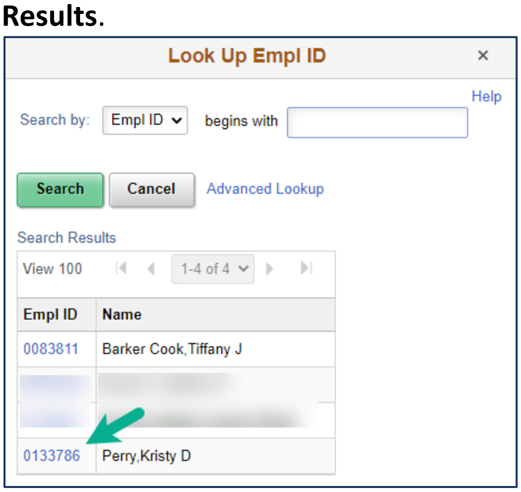
    NOTE: Make sure to submit the related Travel Authorization as well.



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 **Look up**  icon. 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**.

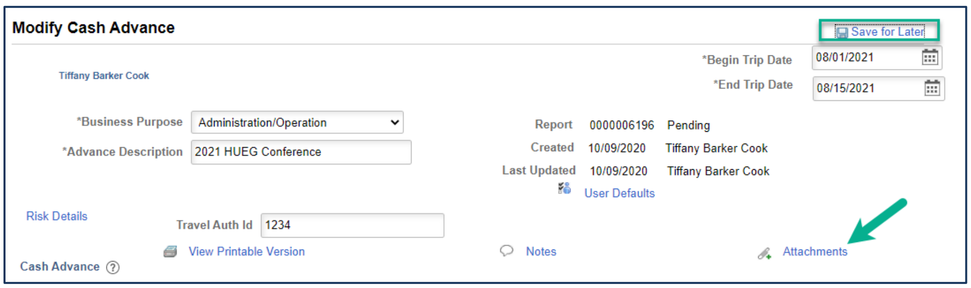


3. Click **Add** to create a new Cash Advance form.
4. Proceed from **Step 4** in Create A Cash Advance**.**

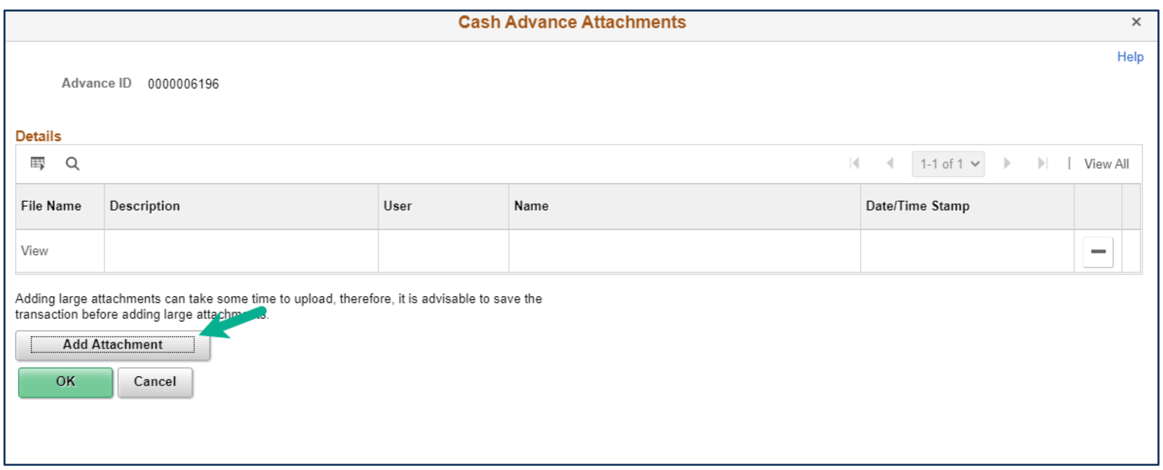
Attach Documents to a Travel Cash Advance

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

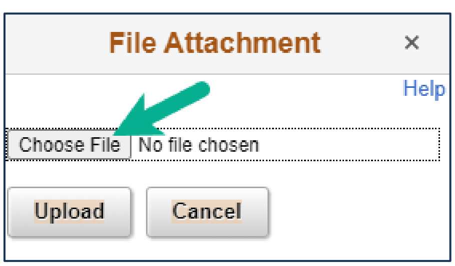
1. Click the **Attachments** hyperlink.



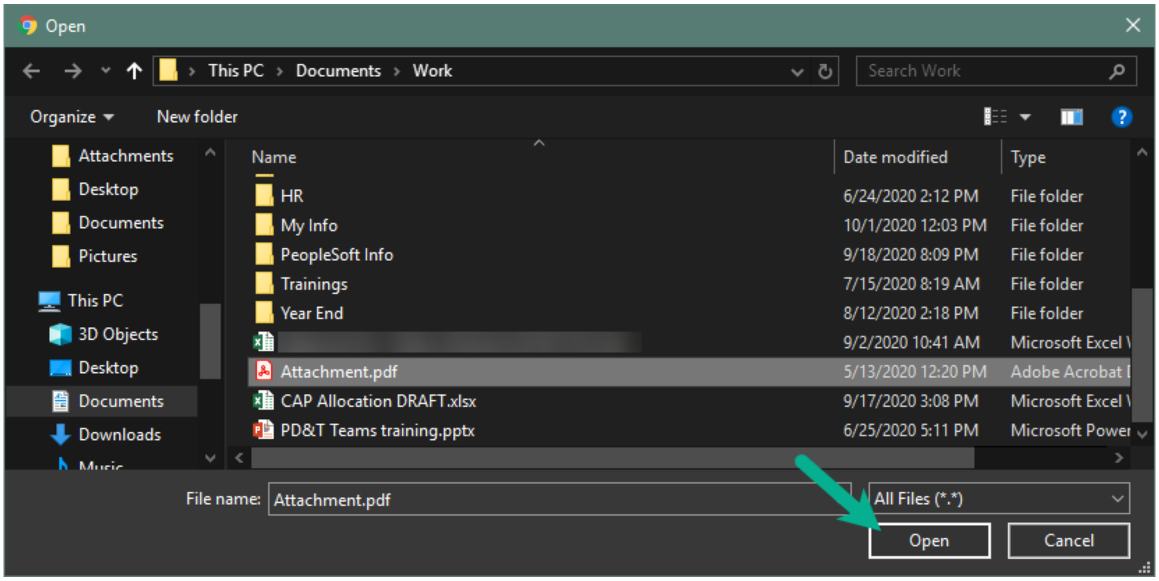
2. Click the **Add Attachment** button.



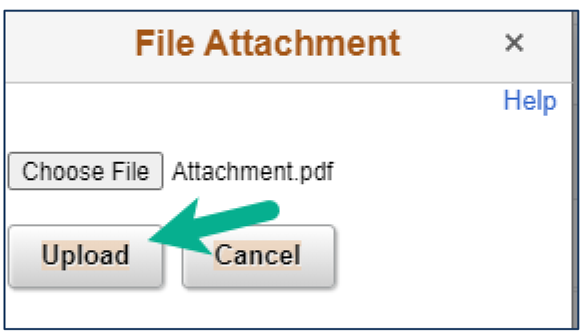
3. Click **Choose File** to search for a file.



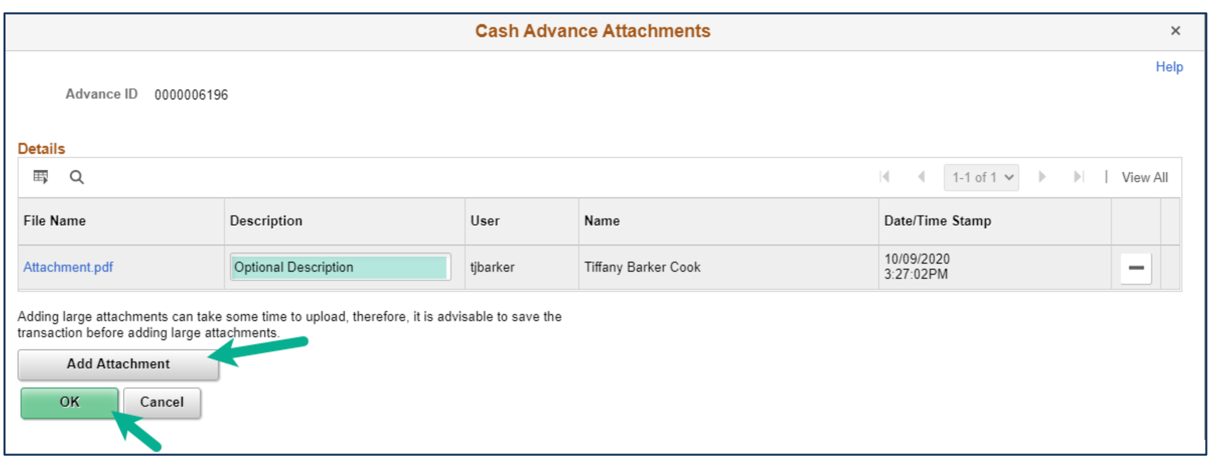
4. Navigate to the desired file. Click **Open**.



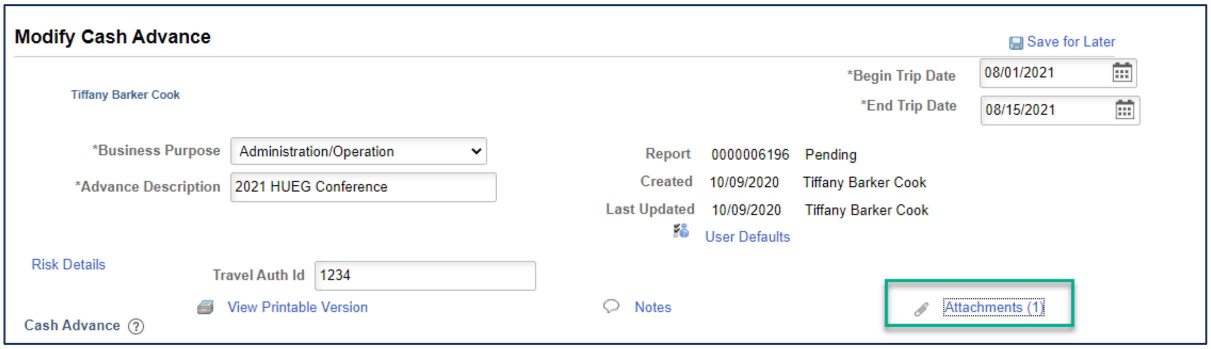
5. Click **Upload**.



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**.



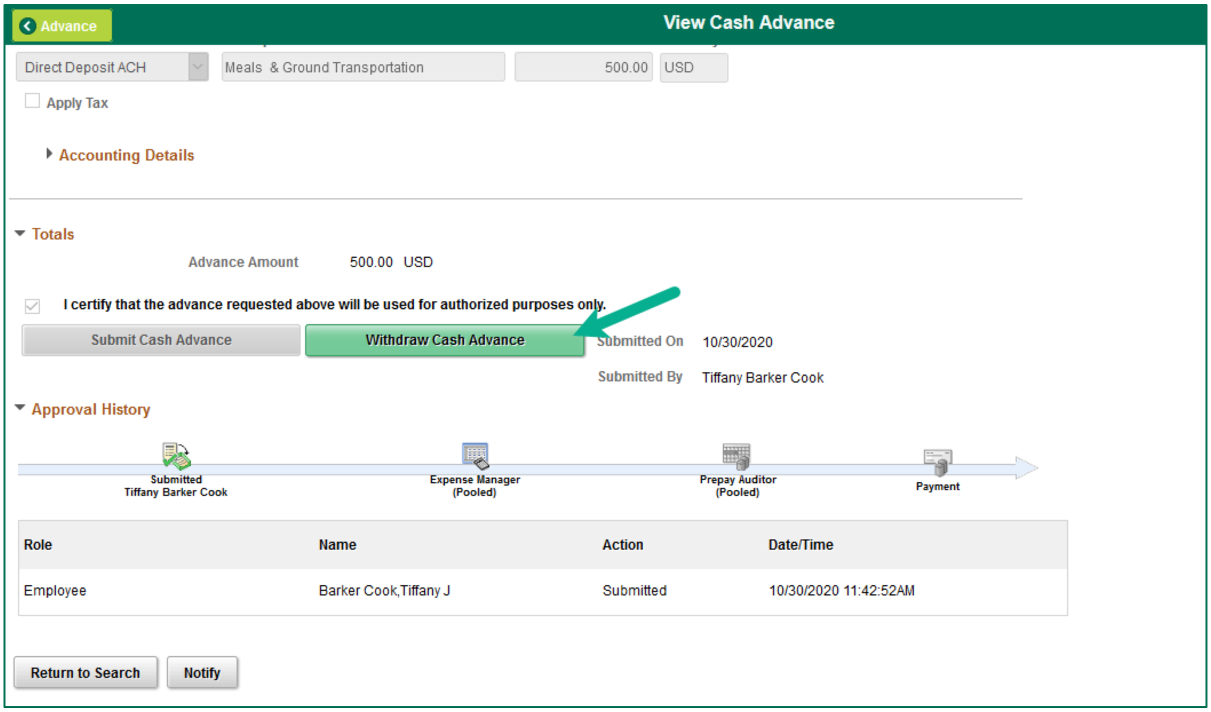
The counter next to **Attachments** has changed to (1). The document has been successfully attached to the Cash Advance.



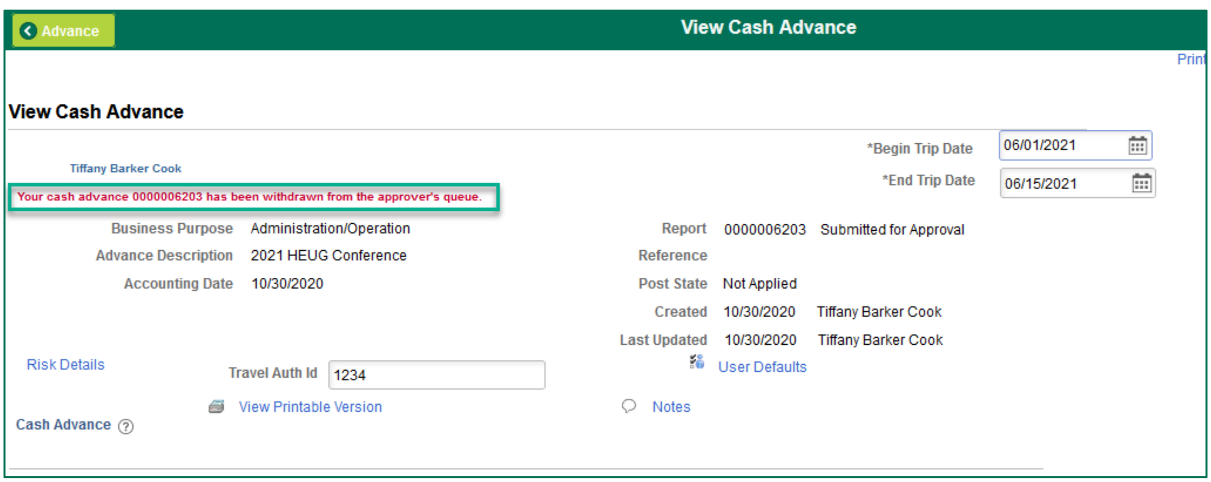
Withdraw a Cash Advance

Cash Advances that have been saved and submitted **but not yet approved** may be “withdrawn” by the Submitter in order to be modified and resubmitted for approval. (Once a Cash Advance is approved, only the Prepay Auditor may modify it or send it back to the Submitter.)

1. Log in to PeopleSoft through the **Financials** login.
2. Use the navigator to access: **Employee Self Service > Travel and Expenses > Cash Advances** > **View**.
3. Enter search criteria in the available fields if needed. Click **Search** to return a list of Cash Advances that are eligible to view.
4. In the **Search Results**, click an Advance ID in the list to view the details.
5. If the report has a status of “Submitted for Approval,” the **Withdraw Cash Advance** button will be active/available. Click **Withdraw Cash Advance** to withdraw it from approval.



6. A message that the Cash Advance has been withdrawn from the approver's queue will appear.



7. To modify the report, see the instructions below to Modify a Cash Advance. (The **View Cash Advance** screen does not allow editing.)

Modify a Cash Advance

If a Cash Advance has been either (1) created and saved, but not submitted, or (2) submitted but withdrawn before being approved, follow the instructions below to find it for modification and submission.

1. Log in to PeopleSoft through the **Financials** login.
2. Use the navigator to access: **Employee Self Service > Travel and Expenses > Cash Advances** > **Create/Modify**.
3. Click the **Find an Existing Value** tab. Enter search criteria in the available fields if needed. Click **Search** to return a list of Cash Advances that are eligible for modification.
4. Click the **Advance ID** of the report you wish to modify.
5. **Modify** the Advance as appropriate. Reference **Steps 4-16** in Create a Cash Advance for Yourself if needed, making sure to submit and print the report when complete.

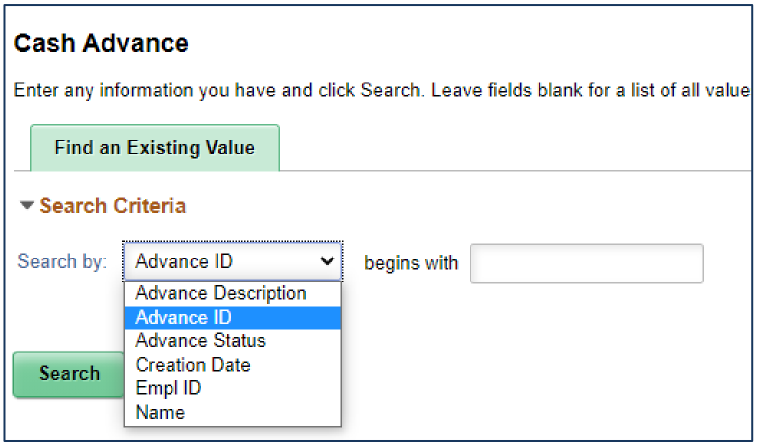
View the Status of a Cash Advance [Traveler or Delegate]

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.

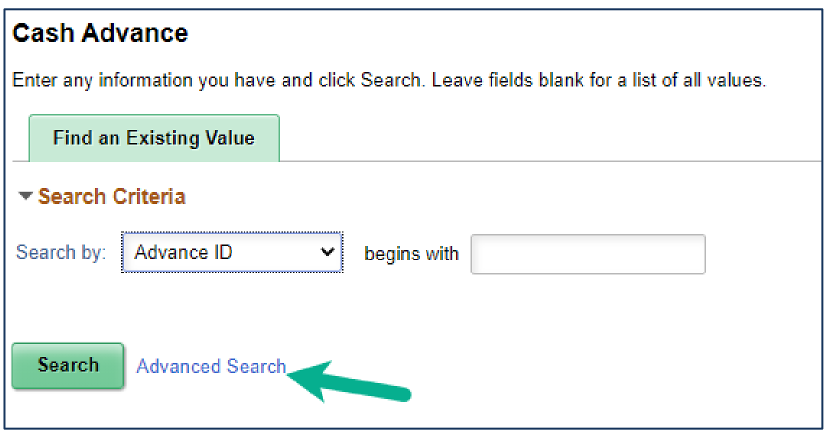
1. Log in to PeopleSoft through the **Financials** login.
2. Use the navigator to access: **Employee Self Service > Travel and Expenses > Cash Advances** > **View**.
3. To view all Cash Advances, clear any search criteria, then click **Search**. If there is only one Cash Advance available to view, it 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.
4. 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).

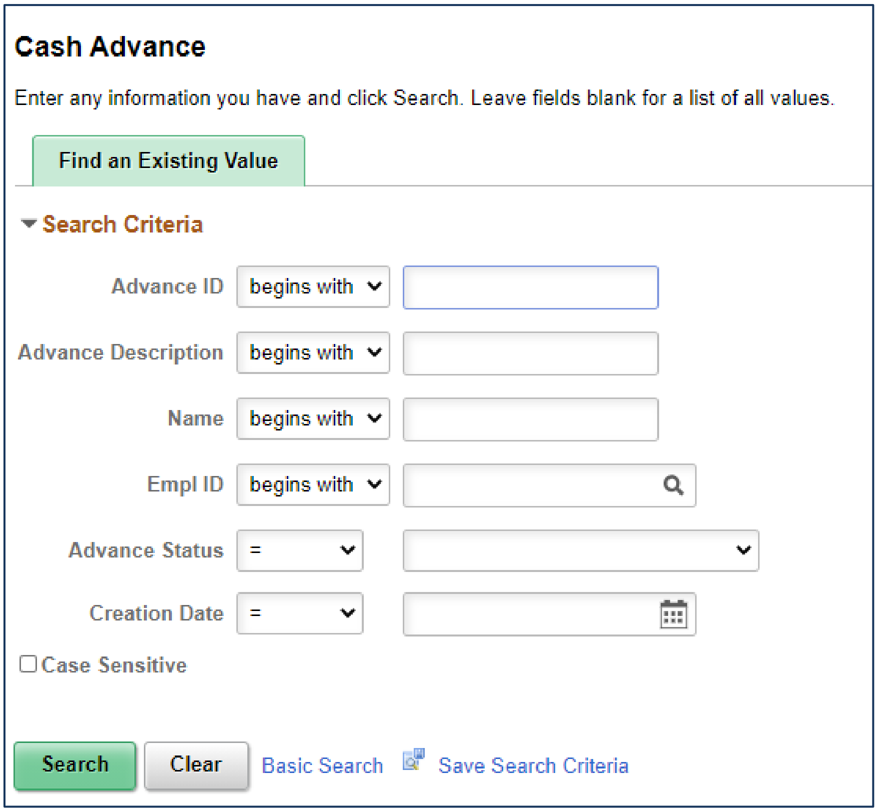
   Basic Search:



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:



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

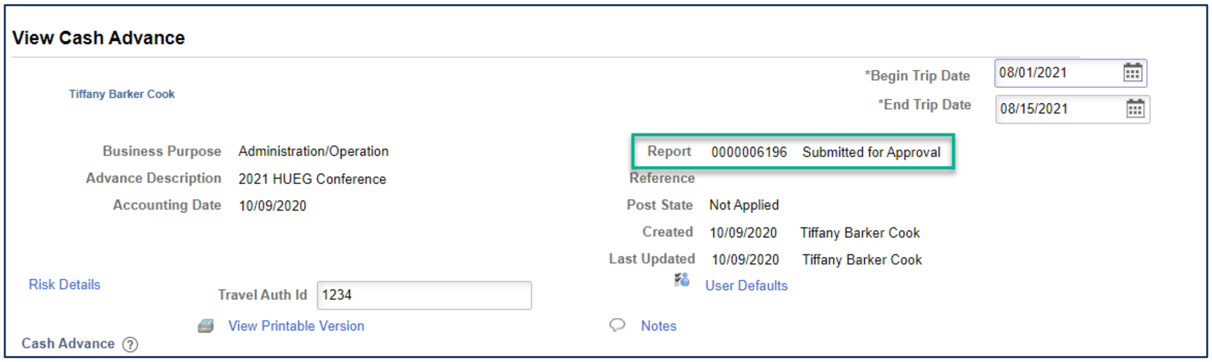
6. View the details of a Cash Advance in the Search Results by clicking any blue link in its row.

Search Results

View All — 1-14 of 14

Advance ID	Advance Description	Name	Empl ID	Advance Status	Creation Date
0000006196	2021 HUEG Conference	Barker Cook,Tiffany J	0083811	Submitted	10/09/2020
0000006195	Essential travel	Barker Cook,Tiffany J	0083811	Pending	10/09/2020

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


View Cash Advance

Tiffany Barker Cook

*Begin Trip Date 08/01/2021
*End Trip Date 08/15/2021

Business Purpose Administration/Operation
Advance Description 2021 HUEG Conference
Accounting Date 10/09/2020

Report 0000006196 Submitted for Approval
Reference
Post State Not Applied
Created 10/09/2020 Tiffany Barker Cook
Last Updated 10/09/2020 Tiffany Barker Cook
User Defaults

Risk Details
Travel Auth Id 1234
View Printable Version
Notes
Cash Advance

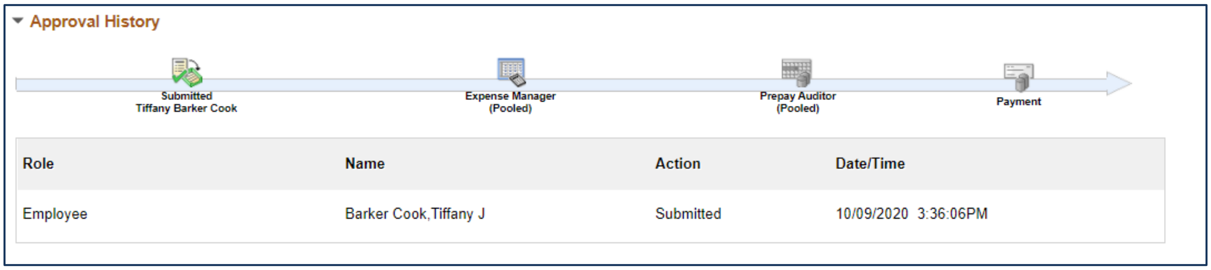
8. **Status** definitions:

Pending	Not yet submitted
Submitted for Approval	Awaiting approval
Approved	OK'd by Departmental Approver
In Process	Approval by Multiple Departments in process
Denied	Not approved - no longer usable
Paid	Money disbursed, or ready for disbursement
Reconciled	Cash Advance is reconciled with Expense Report
Closed	Processing Complete

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).
2. Use the navigator to access: **T & E Administration > Travel and Expenses > Cash Advances** > **View**.
3. To view all Cash Advances, clear any search criteria, then click **Search**.
4. 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).

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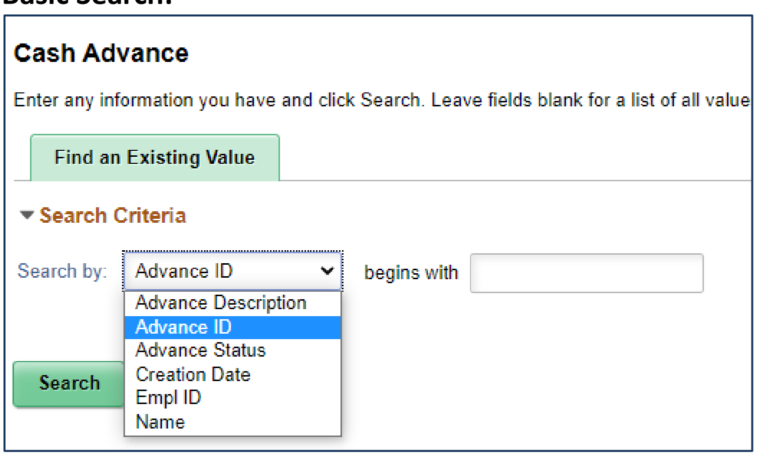

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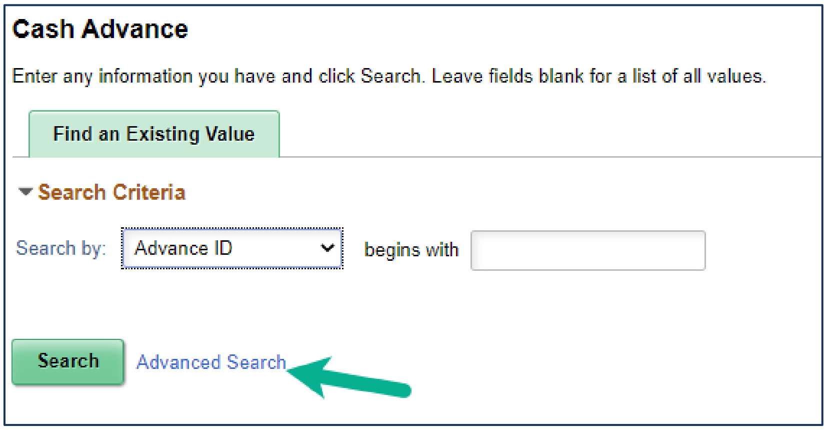
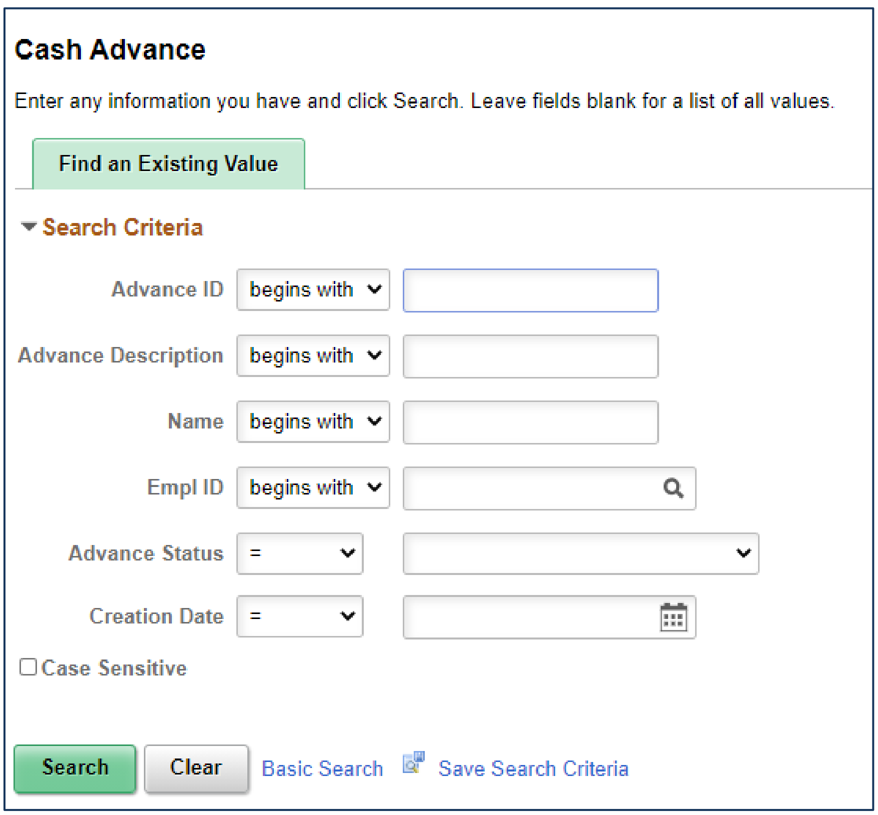


Advanced Search:



5. 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.

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

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View All 1-14 of 14

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0000006195	Essential travel	Barker Cook,Tiffany J	0083811	Pending	10/09/2020

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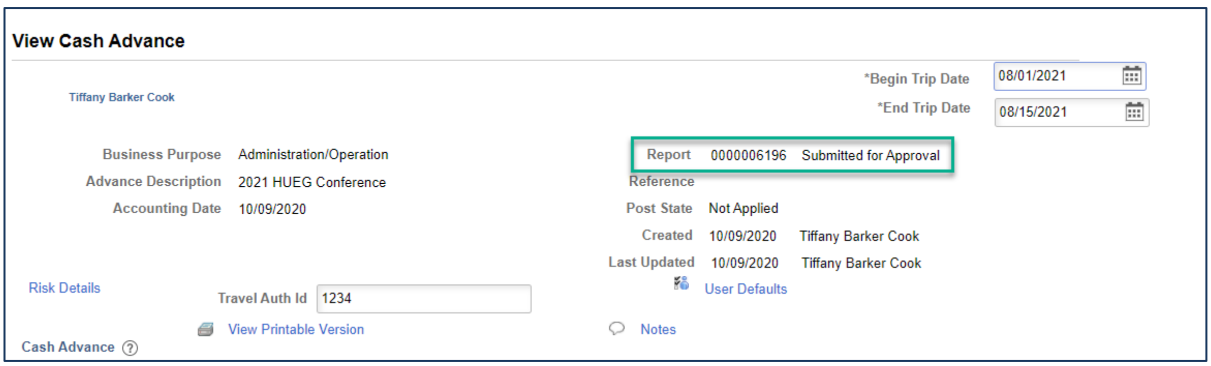

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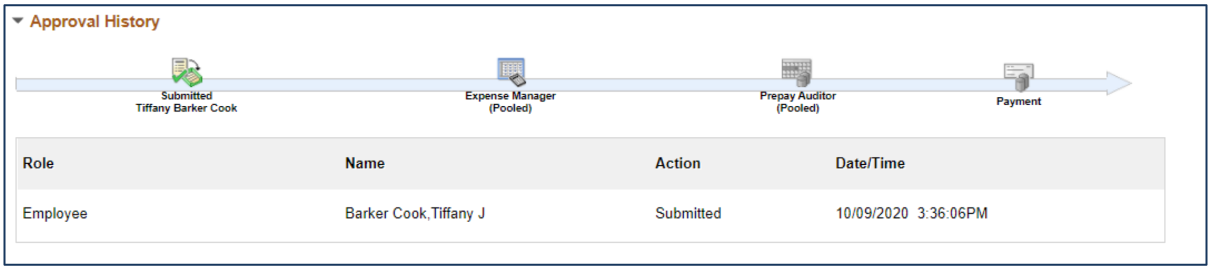
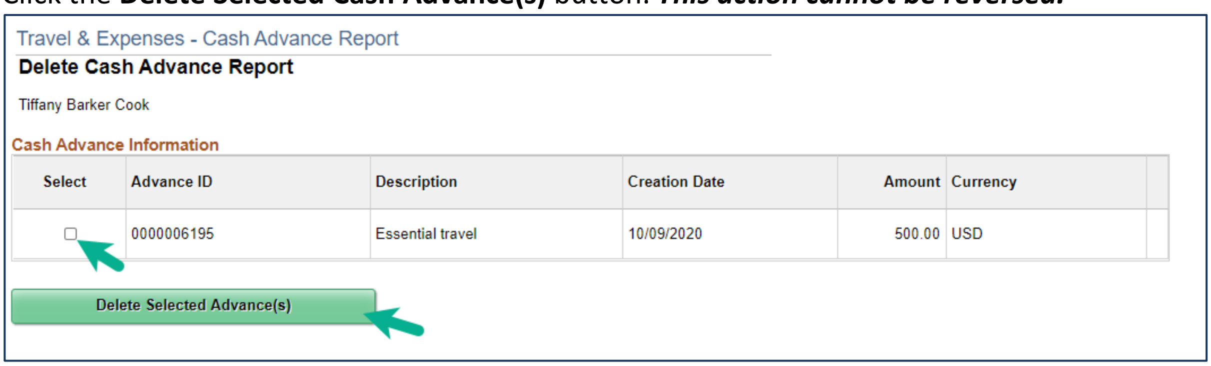
Below the Approval History icons, the system displays the approval history for each stage. If there is more than one approver for any stage, the system displays Pooled.



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](#).
2. Use the navigator to access: **Employee Self Service > Travel and Expenses > Cash Advances** > **Delete**.
3. 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 **Look up** icon on the Empl ID field. Click the Empl ID or Name from the list, then click **Search**.
4. In the **Select** column, click the checkbox next to the Cash Advance(s) to be deleted.
5. Click the **Delete Selected Cash Advance(s)** button. ***This action cannot be reversed.***



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 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 (PDF)). 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/Footprints

If you have questions about information in this document, or, if after reading it, you cannot find the information you need, please submit a PeopleSoft help desk ticket in Footprints.

Resources

- Travel Authorizations User Guide (PDF)
- Expense Reports User Guide (PDF)
- Travel Approvals User Guide (PDF)
- Petty Cash User Guide (PDF)

Related Policies & Procedures

- Automobile Rental (PDF)
- Business Meal, Hospitality, and Amenity (PDF)
- Travel Accident Insurance (PDF)
- Travel (PDF)

Training

- UFS Roadshow Training Topics (PDF)
- Professional Development & Training Classes

Relevant UVM Departments

- Disbursement Center Travel & Expense Team
- Purchasing Services
- Sponsored Project Administration

Suggestions? Updates?

Send an email to PS9-1Upgrade@uvm.edu.