

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 <u>AT LEAST</u> <u>TWO WEEKS PRIOR</u> 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 <u>Travel Policy (PDF)</u>. 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.

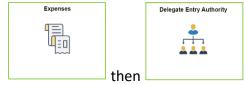


Be aware that colleges or departments within the University may have specific directives on this matter. Check with your departmental business manager if you have questions on Travel and Expenses for your area.

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 <u>PeopleSoft</u> through the **Financials** login.
- 2. Click the Expenses Tile then the Delegate Entry Authority tile.



- 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 <u>UVM Directory</u>. 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 <u>Travel Authorizations User Guide (PDF)</u>.
- Submit Travel Cash Advance forms <u>AT LEAST TWO WEEKS PRIOR</u> to the departure date to allow time for departmental and Disbursement Center approval. <u>Contact the Disbursement Center</u> 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. <u>Contact the Disbursement Center</u> 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.



PeopleSoft Financials User Guide: Cash Advances

					Cas
	rmation you have and cli	ck Search. Leave	e fields blank for a	a list of all values.	
Search C	riteria				
Search by:	Advance ID	 begins with 			
Search by:	Advance ID	begins with			
Search by: Search Search Resul View All	Advanced Search	begins with		I≪ ▲ 1-3 of 3	
Search Search Resul View All	Advanced Search		Empl ID	Advance Status	
Search Search Resul View All	Advanced Search				
Search Search Resul View All Advance ID	Advanced Search		0141488	Advance Status	Creation Date

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

	Modify Cash Ad	vance		1	🏫 🏲 : 🖉
				Print New Window H	elp Personalize Page 🔺
Modify Cash Advance				Save for Later	
			*Begin Trip Date	10/28/2020	
John Dorris			*End Trip Date	10/31/2020	
Sent Back For Revision By: Barker Cook, Tiffany J	<u>se provide more detail in regards to th</u>	e use of funds			
*Business Purpose Academic ~	Report	0000006198	Pending		
*Advance Description test		10/15/2020	John Dorris		
	Last Updated	10/30/2020 User Defaults	Tiffany Barker Cook		
		Oser Delauits			
Vie	w Approver C	omme	ents		×
					Help
Approver's Comments					
Name Barker Cook,Tiffany J					
Action Sent Back For Revision					
Date/Time 10/30/2020 10:46:41AM					
Comment Please provide more detai	l in regards to the us	se of fun	ds		
			_		
Return					



• 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

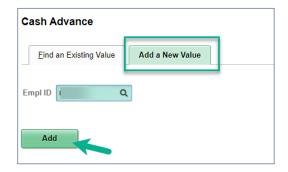
A PeopleSoft Cash Advance is required to receive funds to travel.

Create a Travel Cash Advance for Yourself

NOTE: To create a Travel Cash Advance, a **Travel Authorization form must first be completed**. See the <u>Travel Authorization User Guide (PDF)</u> for instructions.

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

- 1. Log in to PeopleSoft through the Financials login.
- 2. Use the navigator it 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 <u>T&E Direct Deposit</u> <u>Reimbursement User Guide (PDF)</u> 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.

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 <u>User</u> <u>Defaults.</u>

					Ci	reate Cash Advance	
reate Cash Adv	ance					🔛 Save	e for Later
						*Begin Trip Date	06/01/2021
Tiffany Barker (Cook					*End Trip Date	06/15/2021
•D					🖗 Usor Dofoults		
		istration/Operation	~		🖗 User Defaults		
*Advanc	e Description 2021 H	EUG Conference					
Risk Details	Travel Au	h ld 1234					
	iew Pri 🍯	ntable Version		Note	5	🔏 Atta	chments
ash Advance 🕥							
Gource	Descripti	on		*Amount	Currency	-	+ —
Direct Deposit ACH	V Meals &	Ground Transporta	tion	500.00	USD		
 Accounting D 	etails						
ChartFields	II>						
Oper Unit	Dept	Fund	Source	Function	Program	Purpose Pr	roper
01 Q	11200 Q	100 Q	100001 Q	521 Q,	0000 Q	0000 Q 0	000
<							>
Totals							
	Advance Amoun	t 500.00 US	6D				
I certify that	the advance requeste	d above will be us	ed for authorized p	urposes only.			
Submit C	ash Advance	1					
oubline o							



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:

	Create Cash Advance
Create Cash Advance	Save for Later
	*Begin Trip Date 06/01/2021
Tilfany Barker Cook	*End Trip Date 06/15/2021
*Business Purpose Administration/Operation V	🕺 User Defaults
*Advance Description 2021 HEUG Conference	
Risk Details Travel Auth Id 1234	
Cash Advance ③	O Notes & Attachments

After saving:

	Modify Cash Advance	
		Print New Window
Modify Cash Advance	层 Save for Later	
	*Begin Trip Date 06/01/2021	
Tiffany Barker Cook	*End Trip Date 06/15/2021	
*Business Purpose Administration/Operation V	Report 0000006203 Pending	
*Advance Description 2021 HEUG Conference	🛍 User Defaults	
Risk Details Travel Auth Id 1234		

- **14.** To attach supporting documentation to the Cash Advance, see the <u>Attach Documents</u> 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.

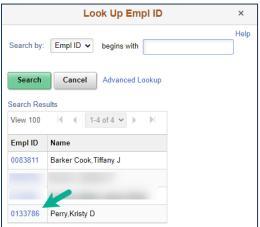


lodify Cash Adva	nce					Save for Later	
					*Begin Trip Date	06/01/2021	Ē
Tiffany Barker Cook				*End Trip Date	06/15/2021		
*Business	Purpose	Administration/Operation ~		Report 000000620	3 Pending		
*Advance De	scription	2021 HEUG Conference		鼈 🛛 User Defaul	ts		
Risk Details	Tr	avel Auth Id 1234					
		view Printable Version) Notes	🔏 Attac		
Source	De	escription	*Amount	Currency	+ -	-	
Direct Deposit ACH	~ M	leals & Ground Transportation	6	00.00 USD			
Accounting De Totals	tails						

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.

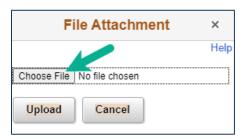
1. Click the **Attachments** hyperlink.

Modify Cash Advance					ID-sis Tris Da	Save for Later
Tiffany Barker Cook					*Begin Trip Da *End Trip Da	
*Business Purpose	Administration/Operation 🗸		Report	0000006196	Pending	
*Advance Description	2021 HUEG Conference]	Created	10/09/2020	Tiffany Barker Cook	
		L	ast Updated. 🎼	10/09/2020 User Defaults	Tiffany Barker Cook	
Risk Details Tra	avel Auth Id 1234					
🖨 Cash Advance 🕐	View Printable Version	ç	> Notes		8.	Attachments

2. Click the Add Attachment button.

		Cash	Advance Attachments		×
	10				lelp
Advan	ice ID 0000006196				
Details					
III; Q			14		dl
File Name	Description	User	Name	Date/Time Stamp	
View				-	
	ttachments can take some time to upload, ther	efore, it is advisable to sa	ave the		
	fore adding large attachm				
	ttachment				
ок	Cancel				

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



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

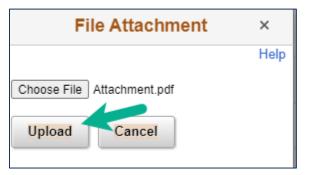


The University of Vermont

PeopleSoft Financials User Guide: Cash Advances

🧿 Open			×
\leftarrow \rightarrow \checkmark \uparrow \square \rightarrow This	s PC → Documents → Work	マ ひ Search Work	م
Organize 🔻 New folde	r	I.	- 🔳 🕐
Attachments	Name	Date modified	Туре
	HR HR	6/24/2020 2:12 PM	File folder
Documents		10/1/2020 12:03 PM	File folder
Pictures		9/18/2020 8:09 PM	File folder
	📊 Trainings	7/15/2020 8:19 AM	File folder
This PC	📊 Year End	8/12/2020 2:18 PM	File folder
3D Objects	×	9/2/2020 10:41 AM	Microsoft Excel \
📃 Desktop	👃 Attachment.pdf	5/13/2020 12:20 PM	Adobe Acrobat (
🚆 Documents	CAP Allocation DRAFT.xlsx	9/17/2020 3:08 PM	Microsoft Excel \
👃 Downloads	醇 PD&T Teams training.pptx	6/25/2020 5:11 PM	Microsoft Power
Nusie 🗸	<		
File na	me: Attachment.pdf	All Files (*.*)	
		Open	Cancel

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**.

etails					
E Q				I I -1 of 1 ♥ I	View A
ile Name	Description	User	Name	Date/Time Stamp	
ttachment.pdf	Optional Description	tjbarker	Tiffany Barker Cook	10/09/2020 3:27:02PM	-



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

				*Begin Trip Date	08/01/2021	
Tiffany Barker Cook				*End Trip Date	08/15/2021	Ē
*Business Purpose	Administration/Operation	Report	0000006196	Pending		
*Advance Description	2021 HUEG Conference	Created	10/09/2020	Tiffany Barker Cook		
			10/09/2020	Tiffany Barker Cook		
		5ô	User Defaults			
lisk Details Tra	avel Auth Id 1234					
6	View Printable Version	Ø Notes		Atta	chments (1)	
ash 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.



The University of Vermont

PeopleSoft Financials User Guide: Cash Advances

S Advance		View Cash Adv	vance
Direct Deposit ACH Veals & Grou	Ind Transportation	500.00 USD	
Apply Tax			
Accounting Details			
▼ Totals Advance Amount	500.00 USD		
I certify that the advance requested at Submit Cash Advance	ove will be used for authorized purpose Withdraw Cash Advance		
Submit Gabli Auvalice	William Cash Auvalice	Submitted On 10/30/2020 Submitted By Tiffany Barker	Cook
 Approval History 		Cashing of Synthesis	
	The second secon		
Submitted Tiffany Barker Cook	Expense Manager (Pooled)	Prepay Auditor (Pooled)	Payment
Role	Name	Action Dat	e/Time
Employee	Barker Cook, Tiffany J	Submitted 10/3	30/2020 11:42:52AM
Return to Search Notify			

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

Advance	View	Cash Advanc	e		
View Cash Advance					I
			*Begin Trip Date	06/01/2021	
Tiffany Barker Cook Your cash advance 0000006203 has been withdrawn from the approver's queue.			*End Trip Date	06/15/2021	
Business Purpose Administration/Operation	Report (000006203 Sub	mitted for Approval		
Advance Description 2021 HEUG Conference	Reference				
Accounting Date 10/30/2020	Post State	Not Applied			
	Created 1	10/30/2020 Tiffar	ny Barker Cook		
Risk Details Travel Auth Id 1234	-	10/30/2020 Tiffai Iser Defaults	ny Barker Cook		
Cash Advance ⑦	♥ Notes				

7. To modify the report, see the instructions below to <u>Modify a Cash Advance</u>. (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 **<u>Financials login</u>**.
- 2. Use the navigator it 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 <u>Create a Cash Advance for</u> <u>Yourself</u> 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 <u>View the Status of a Cash Advance [Approvers Only]</u> section of this guide.

- 1. Log in to PeopleSoft through the Financials login.
- 2. Use the navigator it 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:



Cash Adv		and alial	k Saarah I aa	ve fields blank for a list of all value
-	Existing Value		K Search. Lea	
▼ Search C	Criteria			
Search by:	Advance ID	~	begins with	
	Advance Descript Advance ID	tion		
Search	Advance Status Creation Date Empl ID			
	Name			

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				
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 V	/alue				
 Search Criteria 					
Advance ID	begins with 🗸				
Advance Description	begins with 🗸				
Name	begins with 🗸				
Empl ID	begins with 🗸	Q			
Advance Status	= •	~			
Creation Date	= •				
□ Case Sensitive					
Search Clear	Basic Search 🦉 Save Search Criteri	a			

- 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	
000006195	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.

	*Begin Trip Date 08/01/2021
Tiffany Barker Cook	*End Trip Date 08/15/2021
Business Purpose Administration/Operation	Report 0000006196 Submitted for Approval
Advance Description 2021 HUEG Conference	Reference
Accounting Date 10/09/2020	Post State Not Applied
	Created 10/09/2020 Tiffany Barker Cook
	Last Updated 10/09/2020 Tiffany Barker Cook
Risk Details Travel Auth Id 1234	🛍 User Defaults
View Printable Version	Notes
Cash Advance ⑦	

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**.



Submitted Tiffany Barker Cook	Expense Manager (Pooled)		pay Auditor (Pooled)	Payment
Role	Name	Action	Date/Time	
Employee	Barker Cook, Tiffany J	Submitted	10/09/2020 3:36:06F	M

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 <u>View the Status of a Cash Advance [Traveler or Delegate]</u>.

- 1. Log in to PeopleSoft through the **<u>Financials login</u>**).
- 2. Use the navigator O 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).

Basic Search:

Cash Advance				
Enter any information you have and click Search. Leave fields blank for a list of all value				
Find an	Existing Value			
▼ Search 0	Criteria			
Search by:	Advance ID V begins with			
	Advance Description			
	Advance ID			
	Advance Status			
Search	Creation Date Empl ID			
	Name			

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				
Search Advanced Search				

Advanced Search:

Cash Advance						
Enter any information yo	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	begins with 🗸					
Empl ID	begins with 🗸 🔍					
Advance Status	= •]				
Creation Date	= •					
□ Case Sensitive						
Search Clear	Basic Search 📓 Save Search Criteria					

- 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.



Search Result	S				
View All 4 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
000006195	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	Report 0000006196 Submitted for Approval
Advance Description 2021 HUEG Conference	Reference
Accounting Date 10/09/2020	Post State Not Applied
	Created 10/09/2020 Tiffany Barker Cook
	Last Updated 10/09/2020 Tiffany Barker Cook
Risk Details Travel Auth Id 1234	K User Defaults
View Printable Version Cash Advance ⑦	Notes

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.

 Approval History 				
Submitted Tiffany Barker Cook	Expense Manager (Pooled)		pay Auditor (Pooled)	Payment
Role	Name	Action	Date/Time	
Employee	Barker Cook, Tiffany J	Submitted	10/09/2020 3:36:06	РМ

Delete a Cash Advance

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

- 1. Log in to PeopleSoft through the **<u>Financials login</u>**.
- 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.

ffany Barker	Cook				
sh Advanc	e Information				
Select	Advance ID	Description	Creation Date	Amount	Currency
	000006195	Essential travel	10/09/2020	500.00	USD



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 <u>Expense Reports User Guide (PDF)</u>). 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 <u>Footprints</u>.

Resources

- <u>Travel Authorizations User Guide (PDF)</u>
- Expense Reports User Guide (PDF)
- Travel Approvals User Guide (PDF)
- <u>Petty Cash User Guide (PDF)</u>



Related Policies & Procedures

- <u>Automobile Rental (PDF)</u>
- 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
- <u>Sponsored Project Administration</u>

Suggestions? Updates?

Send an email to <u>PS9-1Upgrade@uvm.edu</u>.