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

- **The traveler or delegate must create** 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 at the Treasury Services office** five (5) 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 (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 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 (PDF).

- 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
View Cash Advance Report

Full Name: [Name]
Advance ID: [ID] 000/000000
User Defaults

Date: [Date]
By: [Approver's Name]

Field Code Changed
```

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 (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. 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 TAI & Comments, the Begin 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 for updating your payment method can...
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:
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 authorized 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 **Add button** to create a new Cash Advance form.
4. Proceed **with from** 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 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. Navigate to: **Main Menu > Employee Self Service > Travel and Expense Center**
3. In the **Cash Advances** folder, click **View**.
4. Enter search criteria in the available fields if needed. Click **Search** to return a list of Cash Advances that are eligible to view.

5. In the **Search Results**, click an Advance ID in the list to view the details.

6. 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.

7. A message that the Cash Advance has been withdrawn from the approver’s queue will appear.
8. 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. Navigate to: Main Menu > Employee Self Service > Travel and Expense Center
3. In the Cash Advances folder, click Create/Modify.
4. 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.
5. Click the Advance ID of the report you wish to modify.
6. Modify the Advance as appropriate. Reference Steps 4-15 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. 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 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.

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.
6. 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.

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

![View Cash Advance]

<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.

9.10. 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.
PeopleSoft Financials User Guide: Cash Advances

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. 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 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.

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**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.

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.

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

<table>
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<tr>
<th>Advance ID</th>
<th>Advance Description</th>
<th>Name</th>
<th>Empl ID</th>
<th>Status</th>
<th>Creation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000000</td>
<td>AMC Feb</td>
<td>Last, First</td>
<td>00000000</td>
<td>In Process</td>
<td>01/03/2016</td>
</tr>
<tr>
<td>0000000000</td>
<td>AMC January</td>
<td>Last, First</td>
<td>00000000</td>
<td>Paid</td>
<td>01/03/2016</td>
</tr>
<tr>
<td>0000000000</td>
<td>Support for AMC on December</td>
<td>Last, First</td>
<td>00000000</td>
<td>Paid</td>
<td>11/09/2015</td>
</tr>
<tr>
<td>0000000000</td>
<td>Support AMC for November</td>
<td>Last, First</td>
<td>00000000</td>
<td>Paid</td>
<td>11/09/2015</td>
</tr>
</tbody>
</table>

9. **Status definitions:**

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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.

![Approval History Diagram]

**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. 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.

![Delete Cash Advance Report]

6. 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 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 (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

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

User Guides

- 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 Meals and Amenity (PDF)
- Petty Cash
- 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