

Submit your Cash Advance **20 days prior to travel** to allow for approvals and payment to be processed. It should be submitted after your Travel Authorization as you need to reference it.

**Navigation from FSCM/Finance**:

Menu > Employee Self-Service > Travel and Expenses > Cash Advances > Create/Modify

1. From the **Add a New Value** tab
   1. Enter the Empl ID of the traveler
   2. Click the Add button
2. Complete the Header
   1. Business Purpose – Select same as the Travel Authorization
   2. Advance Description – General Description
   3. Reference – ENTER you Authorization ID from the related Travel Authorization
3. Complete the Details
   1. Source = System Check (But, actual payment method is based on Traveler Profile)
   2. Enter a Description – More specific than above
   3. Enter Amount no more than 80% of lodging and meals
4. Enter Notes (Reason for needing advance)
5. Attach supporting documents (Spreadsheet showing calculation and breakdown for amount)
6. Confirm Accounting Details
   1. Account = 1010230
   2. Operating Unit = 7060 (District); OR, 7062 (Central); OR, 7063 (North); OR, 7064 (South)
   3. Fund = 790
   4. Class = 285
   5. Dept = 98389
   6. State Purpose = N
7. Save your Cash Advance
   1. Click the “Save for Later” link in the upper right of the page.
8. Submit your Cash Advance
   1. Check the certification box.
   2. Click the Submit Cash Advance button.
   3. Click the OK button
9. Monitor Approvals to ensure it is approved before you start your travel.
   1. Navigation: Employee Self-Service > Travel and Expenses > Cash Advances > View
   2. Click the Search button
   3. Status is shown in Search results
   4. Click into an Advance ID to see whom it is pending with.