

Creating a Cash Advance in the Travel and Expense Module

1. Sign into **PeopleSoft HRMS Self Service** website.
2. Click the **Travel and Expense Home** link.
3. Click the **Employee Self Service** link.
4. Click the **Cash Advance** link.
5. Click the **Create** link.
6. In the **Description** field, enter a short explanation of your planned trip.
7. Select the most appropriate **Business Purpose** from the drop-down list.
8. In the **Comment** field, enter any additional descriptions you wish to add to your Cash Advance. Include the following:
 - a. Dates of your travel
 - b. Location of your travel
 - c. Travel Authorization ID, if applicable
9. From the **Source** drop-down box, select the method in which you should receive your Cash Advance.
10. In the **Description** field, enter exactly what the Cash Advance is to be used for.
11. In the **Amount** field, enter the amount you are requesting based on the description.
12. If you wish to break up your Cash Advance into different lines, click the **Add a Row** button at the end of the first row (+).
13. Repeat steps 9 through 12 until you have added all necessary rows.
14. Click the **Update Totals** button.
15. Click the **Submit** button.
16. Click the **OK** button to confirm submission.
17. To print a copy of your Cash Advance, on the Cash Advance page, click the **Printer Icon** directly above the Details section.
18. The system will open a second window. Do not close this window.
 - a. You will see the report process and go through some of the following stages: Queued, Processing, and Success. This process can take anywhere from 10 to 60 seconds.
 - b. Your Cash Advance will be displayed in this window.
 - c. Use the Print icon to print a copy of your Cash Advance.
 - d. Close the report window.
19. Click the **Home** link.