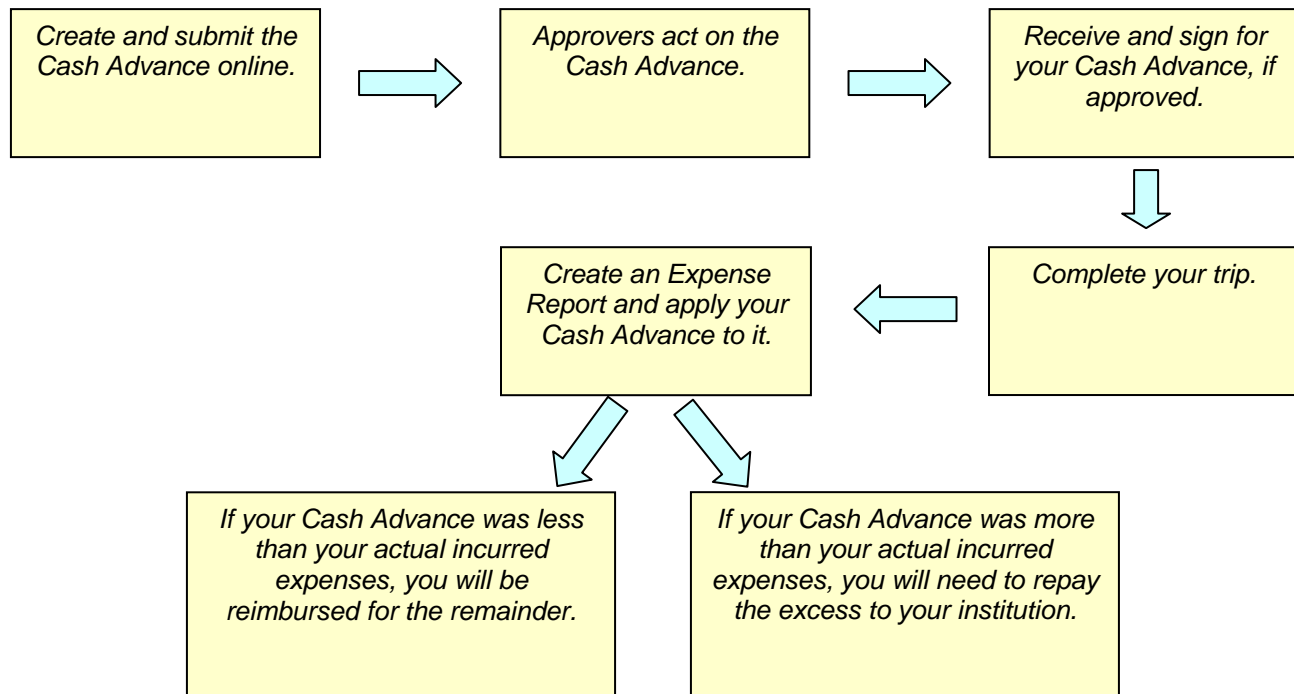


## Using Cash Advances in the PeopleSoft Travel and Expense Module

In PeopleSoft, a Cash Advance is a means for an institution to provide funds to an employee prior to travel, in order to minimize the impact of business travel on the employee's personal finances.

Cash Advances may be provided for meals, lodging, mileage, and other transportation costs. Check with your institution to determine what they will grant Cash Advances for.

### Cash Advance Path:

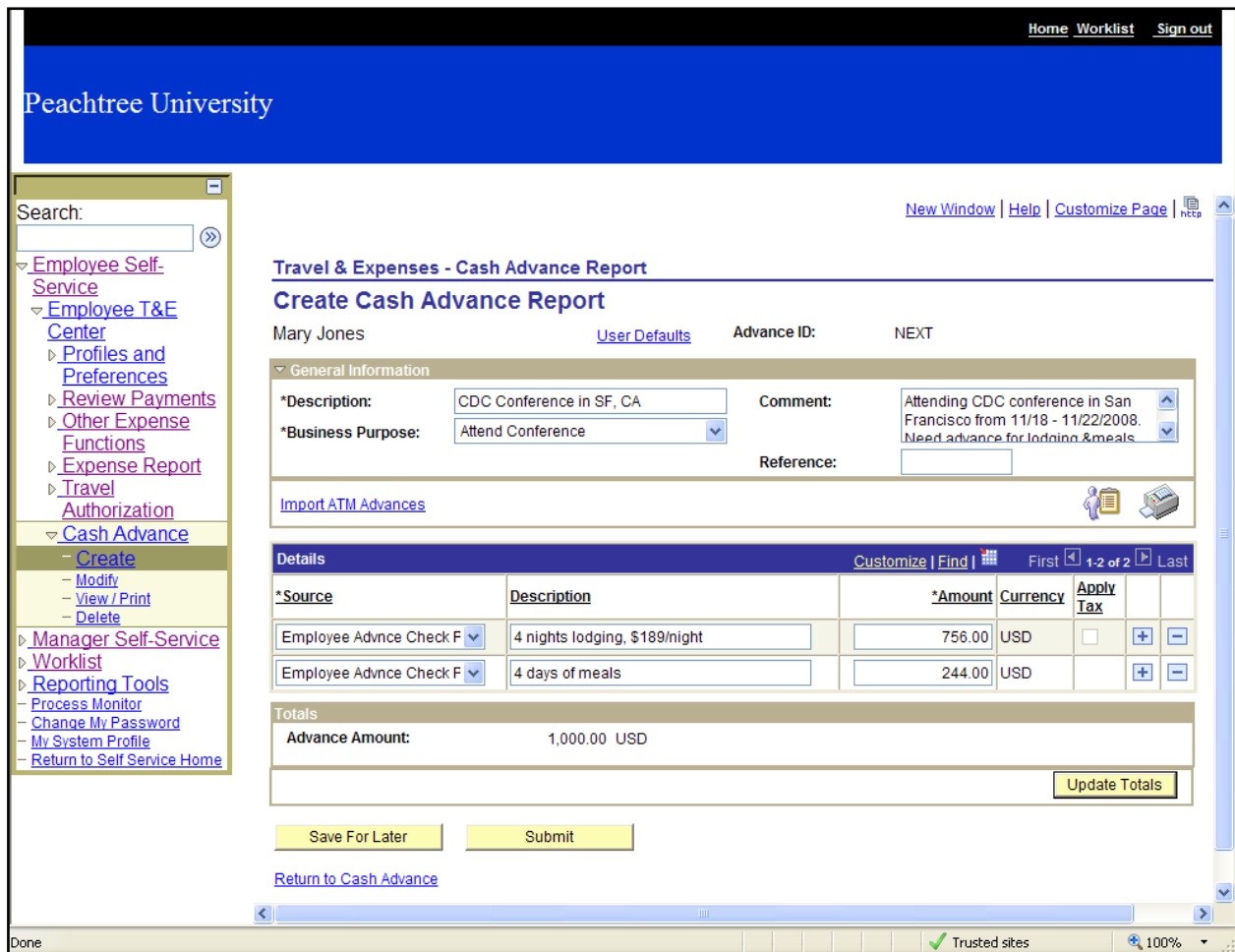


### Cash Advance Chartfields:

- No Accounting Defaults for a Cash Advance
- Verify that your User Defaults have a Fund Code and Budget Reference populated
  - Employee Self Service > Profiles and Preferences > Review/Edit Profile > Organizational Data tab

### Major Components of a Cash Advance:

- General Information
  - Description: Short explanation of your planned travel
  - Business Purpose: Select most appropriate reason for travel
  - Comment: Can include more information that allowed in the Description field; include the dates of your travel and locations
  - Reference: Limited to 10 characters; not used
- Details
  - Source: Check or EFT for Cash Advance (check with institution)
  - Description: What the advance will be used for
  - Amount: Amount requested for that description
- Totals
  - Running total of Cash Advance requested; click the **Update Totals** button



**Travel & Expenses - Cash Advance Report**  
**Create Cash Advance Report**

Mary Jones      [User Defaults](#)      Advance ID: NEXT

**General Information**

\*Description: CDC Conference in SF, CA      Comment: Attending CDC conference in San Francisco from 11/18 - 11/22/2008. Need advance for lodging & meals

\*Business Purpose: Attend Conference      Reference:

[Import ATM Advances](#)

**Details**      [Customize](#) | [Find](#) | [First](#) | 1-2 of 2 | [Last](#)

*Source	Description	*Amount	Currency	Apply Tax
Employee Advnce Check F	4 nights lodging, \$189/night	756.00	USD	<input type="checkbox"/>
Employee Advnce Check F	4 days of meals	244.00	USD	<input type="checkbox"/>

**Totals**

Advance Amount: 1,000.00 USD

[Update Totals](#)

[Save For Later](#)      [Submit](#)

[Return to Cash Advance](#)