



# How to Account for a Cash Advance on an Expense Report

## Step 1: Assign Cash Advance to the Expense Report

- If you attached Cash Advances when you created your expense report go to Step 2
- If you did not attach the Cash Advance when you created the Expense Report:
  - a. Open the expense report with the applicable expenses and click on the **Details** tab
  - b. Click on **Available** under **Cash Advances** to display a list of available Cash Advances (Travel Advances)

Manage Expenses Cash Advances ▾

### Weekly Travel (0801 to 15)

+ New Expense Details ▾ Receipts ▾ Print / Email ▾

Expenses	Date ▾	Report	nt	Requested
Adding New Expense		Report Header		
<input type="checkbox"/>	08/13/2015	Totals	83	\$77.63
<input type="checkbox"/>	08/12/2015	Audit Trail	00	\$21.00
<input type="checkbox"/>	08/11/2015	Approval Flow	00	\$300.00
<input type="checkbox"/>	08/10/2015	Comments	00	\$36.00
		<b>Cash Advances</b>		
<input type="checkbox"/>	08/09/2015	Available	50	\$16.50
<input type="checkbox"/>	08/08/2015	Assigned	00	\$22.00
		<b>Allocations</b>		
<input type="checkbox"/>	08/07/2015	Allocations	00	\$27.00
		<b>Travel Allowances</b>		
<input type="checkbox"/>	08/03/2015	New Itinerary	25	\$5.25
<input type="checkbox"/>	08/03/2015	Available Itineraries	25	\$3.25
<input type="checkbox"/>	08/02/2015	Expenses & Adjustments		
<input type="checkbox"/>	08/02/2015	Reimbursable Allowances Summary		
		<b>Fixed Meals</b>		
	Augusta (Single Day), Georgia		\$36.00	\$36.00

- Click on the checkbox next to the **Cash Advance** you wish to attach to the Expense Report  
**NOTE:** You may assign multiple Cash Advances to a Single Expense Report
- Click on **Assign Cash Advance to Report**

Cash Advances

<input checked="" type="checkbox"/>	Cash Advance ...	Date Issued	Foreign Amount	Exchange Rate	Amount	Balance
<input checked="" type="checkbox"/>	ZIP Training 7/2...	08/17/2015	\$350.00	1.00000000	\$350.00	\$350.00
<input checked="" type="checkbox"/>	Birdie Training 0...	08/17/2015	\$200.00	1.00000000	\$200.00	\$200.00

Assign Cash Advance to Report Cancel

## Step 2: Account for the Cash Advance

- Once you have attached a Cash Advance to the expense report, an expense type **Cash Advance Return** appears under **Cash Advances** and **Outstanding Advance** appears at the bottom right of the expense report.
- When you have entered all the expenses applicable to the Cash Advance(s) and are ready to reconcile any balances, select it.

Manage Expenses Cash Advances ▾

### Weekly Travel (0801 to 15)

[+ New Expense](#) [Details ▾](#) [Receipts ▾](#) [Print / Email ▾](#)

Expenses Move ▾ Delete Copy View ▾ <<

<input type="checkbox"/>	Date ▾	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	08/13/2015	Personal Car Mileage	\$77.63	\$77.63
<input type="checkbox"/>	08/12/2015	Fixed Meals Rome (Single Day), Georgia	\$21.00	\$21.00
<input type="checkbox"/>	> 08/11/2015	Hotel ABC Hotel, Valdosta, Georgia	\$300.00	\$300.00
<input type="checkbox"/>	08/10/2015	Fixed Meals Decatur (Single Day), Georgia	\$36.00	\$36.00
<input type="checkbox"/>	08/09/2015	Fixed Meals Valdosta, Georgia	\$16.50	\$16.50
<input type="checkbox"/>	08/08/2015	Fixed Meals Valdosta, Georgia	\$22.00	\$22.00
<input type="checkbox"/>	08/07/2015	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	08/03/2015	Parking ABC Parking, Morrow, Georgia	\$5.25	\$5.25
<input type="checkbox"/>	08/03/2015	Tolls	\$3.25	\$3.25

New Expense

Expense

*To create a new expense, click the appropriate expense type. To edit an existing expense, click the expense on the left side of the page.*

Recently Used Expense Types

- Cash Advance Return
- Personal Car Mileage
- Tolls

All Expense Types

Business Promotions

- Other Promotional Expense
- Trade Shows
- Cash Advance**
- Cash Advance Return**
- Communications

Meals - Actual Meal Allowance

- Meals- Actual Meal Allowance (Domestic)
- Meals-Actual Meal Allowance (International)
- Interagency Travel

OUTSTANDING ADVANCE	TOTAL AMOUNT	TOTAL REQUESTED
\$305.37 <span style="font-size: small;">i</span>	\$544.63	\$544.63

- The **Cash Advance Return** expense type opens:

New Expense Available Receipts

Expense Type: Cash Advance Return (dropdown)    Date: 08/14/2015 (calendar icon)    Description: Normal biz (text box)

Amount: 305.37 (text box)    USD (dropdown)

Cash Advances Assigned to Report

Cash Advance ...	Foreign Amount	Exchange Rate	Amount	Balance	Amount Used in Report
Birdie Training 0...	\$200.00	1.00000000	\$200.00	\$200.00	\$0.00
ZIP Trsining 7/2...	\$350.00	1.00000000	\$350.00	\$105.37	\$244.63



- Review the information in the **Cash Advances Assigned to Report** section
  - If an amount appears in the **Balance** column, this needs to be returned to your Agency per the OPB Travel Advances Policy.
  - In our example, two Cash Advances were reconciled on this expense report. The balance due is the total of the balances.
- Enter the amount of the balance due in the **Amount** field. If there is no balance due, enter 0.00 in the **Amount** field.
  - NOTE:** You cannot submit an expense report with an attached cash advance without entering this item, even if it is zero
- Enter the date you returned any funds due to your Agency or the Expense Report date if there is no balance due in the **Date** field.
- Attach a copy of any receipt of the returned funds attach it to the item by clicking on **Attach Receipt**. This is the same as attaching a receipt to any item.
- Click **Save**
- The **Cash Advance Return** now shows on the Expense Report.
  - The **Total Amount** displayed is the amount of the Cash Advance Return plus the expenses reported and the **Total Requested** is the total of the Expenses reported on this Expense Report.
    - In our example, the \$305.37 due back to the Agency was entered as a **Cash Advance Return** so the **Outstanding Advance** is zero, the **Total Amount** is the total of expenses plus the cash advance returned to the agency, and **Total Requested** is the total of the expenses. If no money had been due back to the Agency the last two totals would be the same.

# Weekly Travel (0801 to 15)

Click to edit report name and other details

[+ New Expense](#)

[Details](#) [Receipts](#) [Print / Email](#)

## Expenses

[Move](#) [Delete](#) [Copy](#) [View](#) <<

<input type="checkbox"/>	Date	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	08/14/2015	Cash Advance Return	\$305.37	\$0.00
<input type="checkbox"/>	08/13/2015   	Personal Car Mileage	\$77.63	\$77.63
<input type="checkbox"/>	08/12/2015	Fixed Meals Rome (Single Day), Georgia	\$21.00	\$21.00
<input type="checkbox"/> >	08/11/2015  	Hotel ABC Hotel, Valdosta, Georgia	\$300.00	\$300.00
<input type="checkbox"/>	08/10/2015	Fixed Meals Decatur (Single Day), Georgia	\$36.00	\$36.00
<input type="checkbox"/>	08/09/2015	Fixed Meals Valdosta, Georgia	\$16.50	\$16.50
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<input type="checkbox"/>	08/07/2015	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	08/03/2015 	Parking ABC Parking, Morrow, Georgia	\$5.25	\$5.25
<input type="checkbox"/>	08/03/2015  	Tolls Morrow, Georgia	\$3.25	\$3.25
<input type="checkbox"/>	08/02/2015 	Fixed Meals Augusta (Single Day), Georgia	\$36.00	\$36.00



OUTSTANDING ADVANCE  
\$0.00 



TOTAL AMOUNT  
\$850.00



TOTAL REQUESTED  
\$544.63

**NOTE:** When you create a new expense report, TTE will automatically give you the opportunity to attach any unused Cash Advances.