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)

- 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
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.

- The **Cash Advance Return** expense type opens:
• Review the information in the **Cash Advances Assigned to Report** section
  o If an amount appears in the **Balance** column, this needs to be returned to your Agency per the OPB Travel Advances Policy.
  o 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.
  o 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.
  o 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.
NOTE: When you create a new expense report, TTE will automatically give you the opportunity to attach any unused Cash Advances.