

# Cash Advance Approver Checklist

For the TeamWorks Travel & Expense System

Access a Cash Advance Request from the Approvals tab, Quick Start Bar or My Tasks and clicking on the Report Name

All fields are visible from the Cash Advance Approval List

Click **Attachments** and then select **View receipts in new window**. You will be able to view any documents attached to the Cash Advance

Select **Send Back to Employee** or **Approve**

**Note: Send Back to Employee** requires a comment to the employee to complete the process.

**Note:** For more detail, please see the Approver Handbook