Requesting Cash Advance

This guide will cover:

- The processes associated with Requesting a Cash Advance. A Cash Advance occurs when an employee requests money from UW upfront for expenses (typically used when traveling).

**Note:** The preferred method of cash advance distribution is direct deposit. If you have not provided your account information, a check will be sent. If you have any cash advances outstanding, all expense reports for reimbursement will be put against the cash advance payment first.

**Step One**

- Upon signing in, this home page will display. Click on the Navigator button in the top left corner:

  ![Navigator Bar](image)

  - The **Navigator Bar** is where you can find links directing you to all of the modules and pages that you have security access for. For this particular process, go to Navigator > About Me > Expenses.
Following the selection of the **Expenses** link, the following page will appear.

**Step Two**

Begin the process of creating a **Cash Advance** request.

- Select the Actions drop down, then Request Cash Advance.
After selecting **Request Cash Advance**, the following screen will appear:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Amount</td>
<td>This is a <strong>required</strong> field. It will default as a blank field where you can enter the amount of the advance that you are requesting.</td>
</tr>
<tr>
<td>Purpose</td>
<td>This is a <strong>required</strong> field. You should describe the business purpose or reason for requesting a cash advance here.</td>
</tr>
<tr>
<td>Advance Type</td>
<td>This is drop down selection in which you will select whether the cash advance request is Travel or Other (used for research expenses).</td>
</tr>
</tbody>
</table>
| Trip Start Date | This is a **required** field that defaults as blank. The date that you should input is the start date of your trip. You may enter this by either:  
  - Manually typing in the trip start date, OR  
  - Clicking on the Calendar icon for a Calendar to pop up for you to select a date. |
| Trip End Date   | This is a **required** field that defaults as blank. The date that you should input is the end date of your trip. You may enter this by either:  
  - Manually typing in the trip start date, OR  
  - Clicking on the Calendar icon for a Calendar to pop up for you to select a date. |
| Attachment      | This is not a required field and does not need to be used, unless stipulated otherwise. |
Once all the appropriate information is entered, select **Save** then **Submit**.

A confirmation box will appear confirming the save was successful, click **OK**:

Once submitted, the status of your request will update to **In Approval**. This means the Cash Advance has been routed to the appropriate approver for confirmation.

You can view the status of a Cash Advance Request by clicking on the **In Approval** hyperlink:

By selecting this hyperlink, you may view the status of your recently submitted request and any others that may be pending approval:
Addendum: Withdrawing a Cash Advance.

Should you need to withdraw a cash advance, the following steps must be completed prior to any approvals being completed.

- On the Travel and Expenses page, click In Approval on the Cash Advances infotile.

- Highlight the cash advance line to be withdrawn, click the Actions menu, then click Withdraw.
- Click Yes on the warning pop-up about canceled approvals.

- Ensure the cash advance line status is Withdrawn under the dollar amount.

- To remove the cash advance line entirely, click the X to the right of the dollar amount.

- Click Yes in the warning pop-up to delete the cash advance line.
This completes the Request Cash Advance business process. For details on how to return any unused funds see the Return Unused Funds from a Cash Advance Quick Reference Guide.