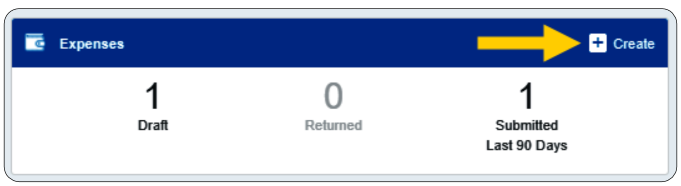
Lafayette College Quick Reference

Create Cash/Travel Advance Request (Employee)

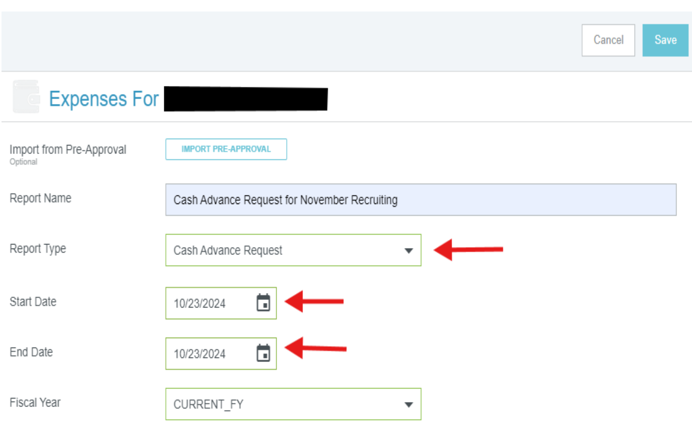
Create Cash/Travel Advance Request (Employee Only)

Use this process to request a cash/travel advance request for anticipated out-of-pocket expenses. This form may only be used by active employees of the College. Student workers are not included.

1. Click the **+CREATE** button in the upper right corner of the Expenses swim lane.



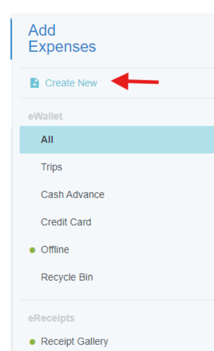
2. Enter the Header data:

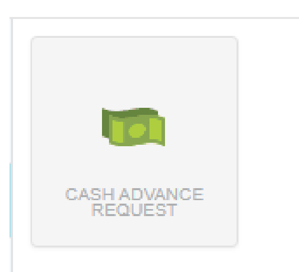


- **<u>Import Pre-Approval:</u>** If you were required to get Pre-Approval before your trip, import the information by clicking this button.
- **<u>Report Name:</u>** Naming Convention: Meeting or Conference Name, Dates of Travel.
- **<u>Report Type:</u>** Cash Advance Request.
- **<u>Start Date:</u>** Click the calendar icon to select the date. **The date used should be the date requesting the advance**.
- **<u>End Date:</u>** Click the calendar icon to select the date. **Use the same date listed in the Start Date.**
- **<u>Fiscal Year:</u>** Choose the appropriate fiscal year the expense belongs in. (This option may be hidden during certain times of the year.)

3. Click Save at the top right side of the screen once you've entered all the header information to continue.

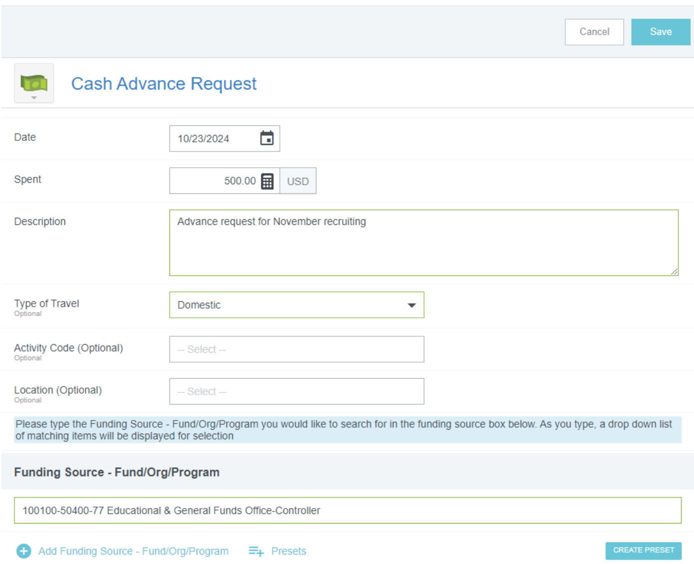
4. Under Add Expenses select Create New and then Cash Advance Request.





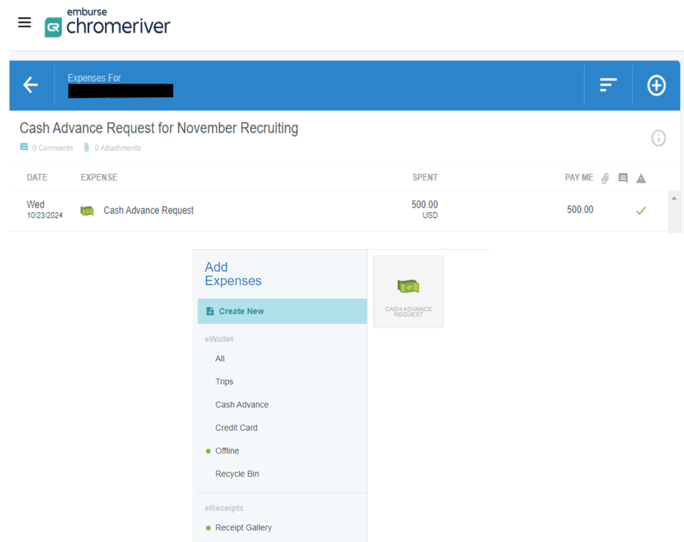
Complete Cash Advance Request Header Form

5. Complete the Cash Advance Request form and click Save at the top right-hand side of the screen to continue.

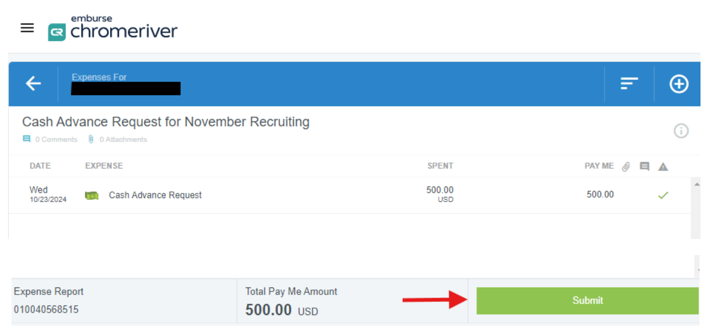


- **<u>Date:</u>** This will default to the date you're completing the request. This date should also match the "To" and From" dates in the header in Step 2.
- **<u>Spent:</u>** Enter the amount of the cash advance being requested.
- **<u>Description:</u>** Provide any additional information about this expense.
- **<u>Type of Travel (Optional):</u>** Choose whether you're traveling domestically or Internationally.
- **<u>Activity (Optional):</u>** Click the drop-down box and select the appropriate value form the list.
- **<u>Location (Optional):</u>** Click the drop-down box and select the appropriate value form the list.
- **<u>Funding Source:</u>** Choose the correct Funding Source. This may already default to your home Fund/Org/Program.
- **<u>Create Preset:</u>** Click the blue Create Preset button to create a preset cash advance request. It will ask you to provide a name for the preset before saving.

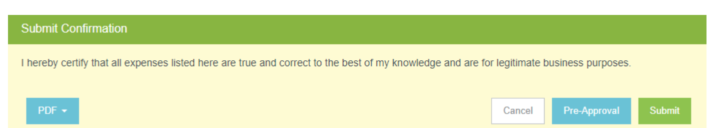
6. Once you click Save, the request will be added to the Expense Report and will be visible on the left side of the screen. The Add Expense page will appear on the right side of the screen.



7. Click the green Submit button on the bottom of the screen to submit for approval.



8. A Submit Confirmation header will appear to certify that the expenses listed are true and correct.



- Cancel: Clicking cancel allows you to return to the expense report and make changes. You can choose to leave the report in draft status.
- Pre-Approval: If linking a pre-approval to the expense report, select the Pre-Approval button.
- Submit: Once you have read the certification statement, click the Submit button to submit the expense report into workflow for approvals.