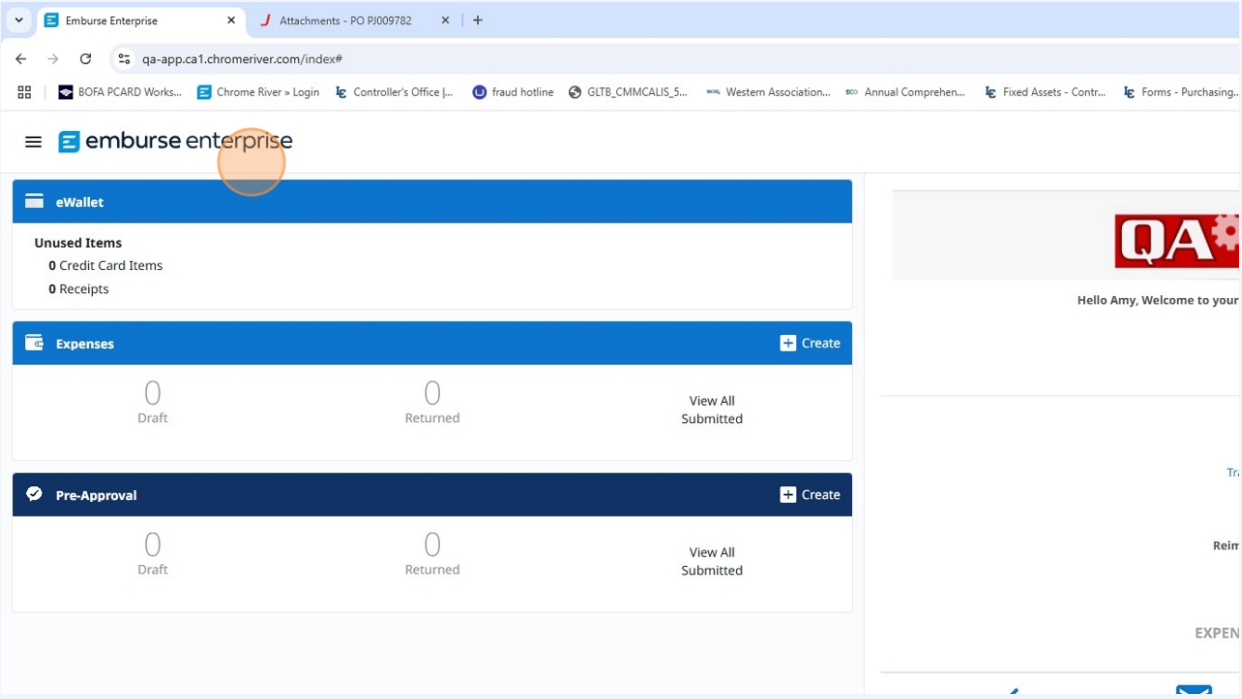
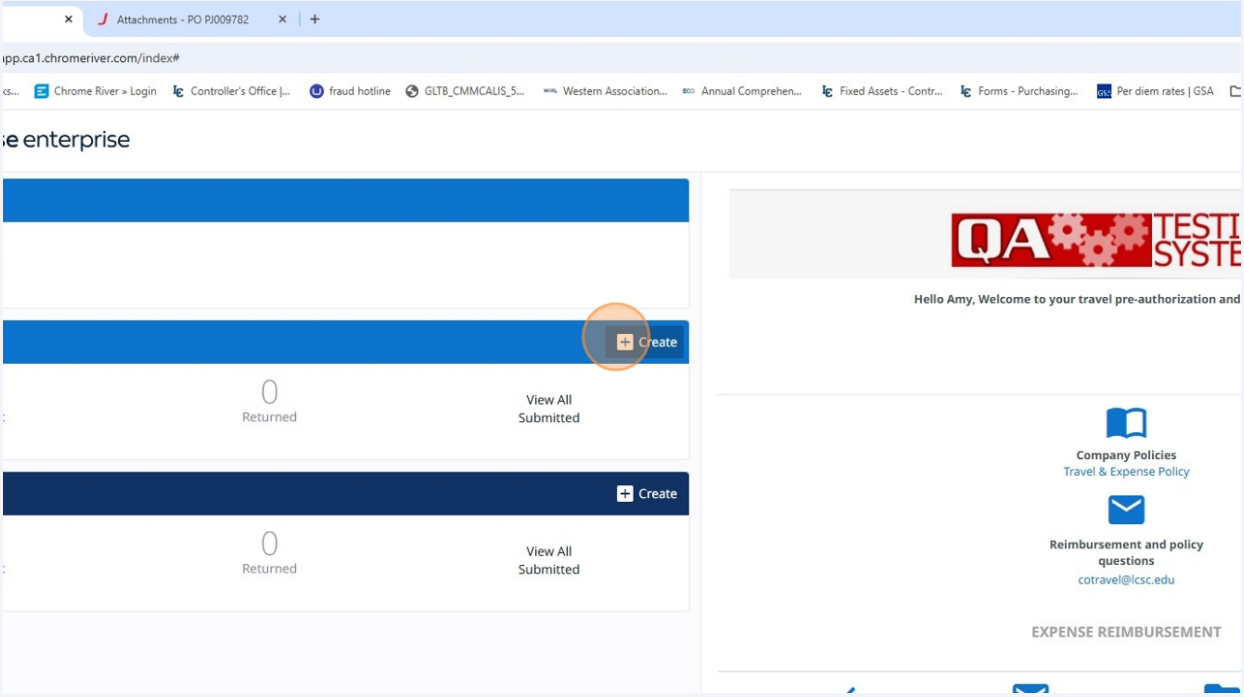
How to Create a Cash Advance Expense Report in Emburse

1 Click here



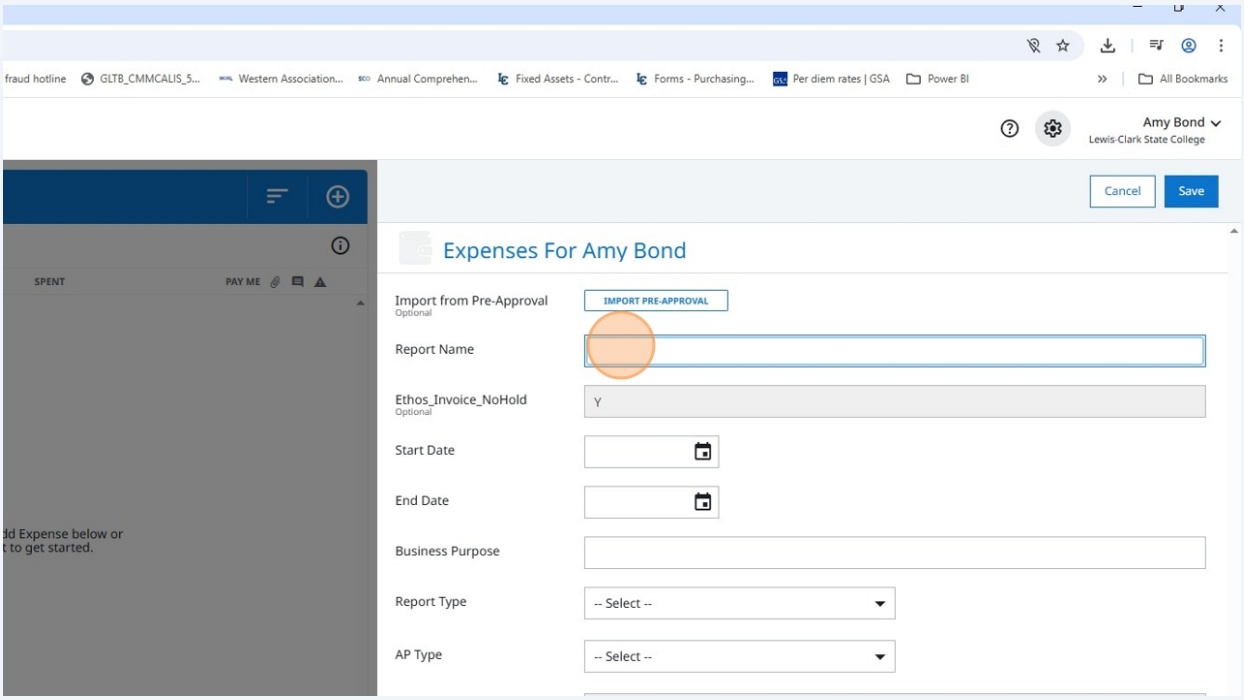
2 Under Expense Reports, click Create.



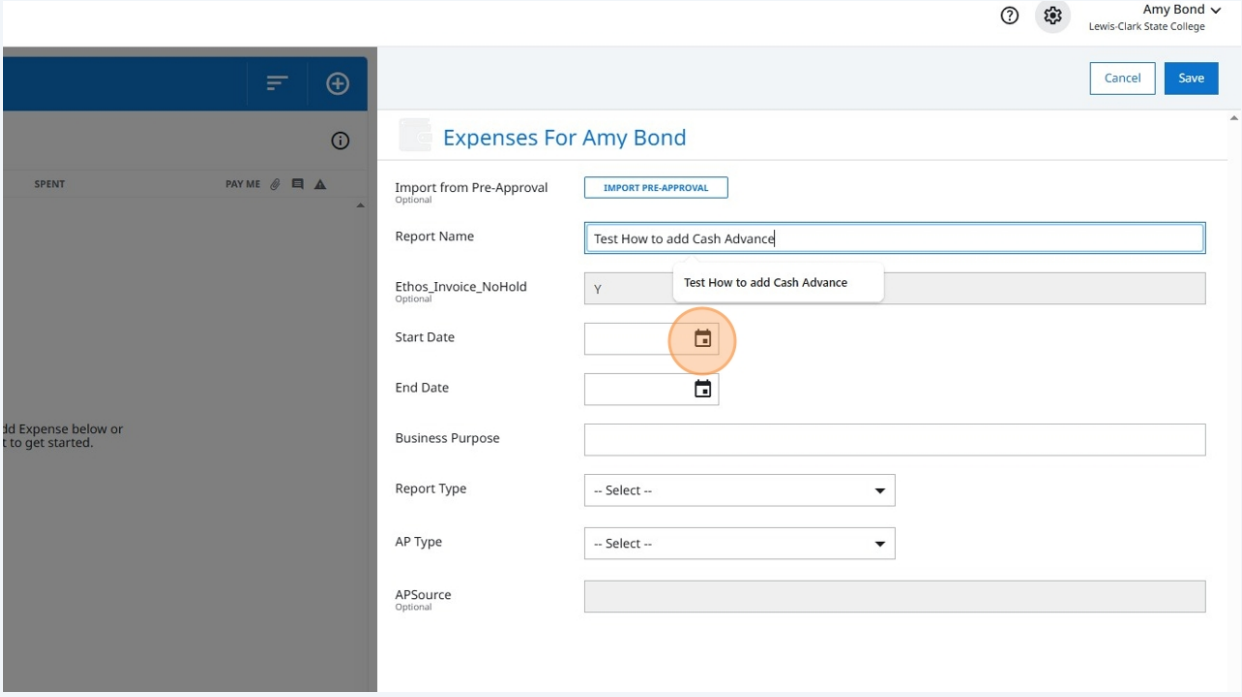
3 Title the Expense Report. This should match the report name on the pre-approval.

Location of Travel, First Date of Travel, Warrior ID #, Cash Advance

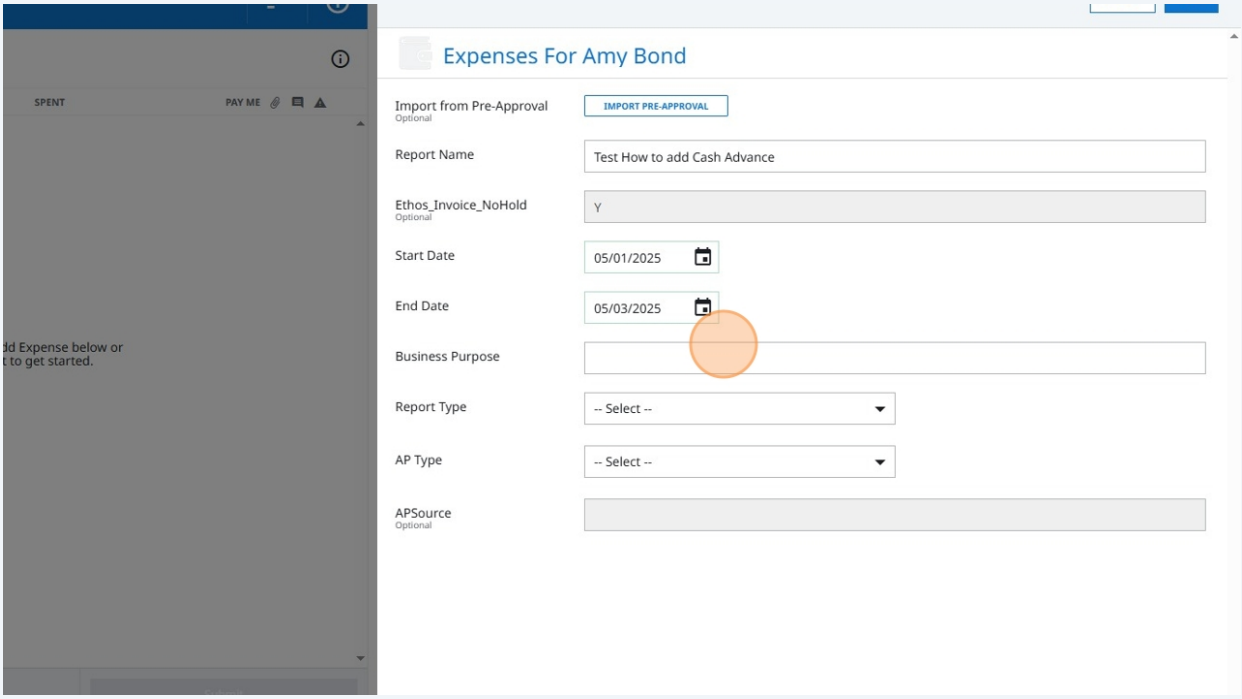
EX- Las Vegas, NV 110125 1234567 Cash Advance



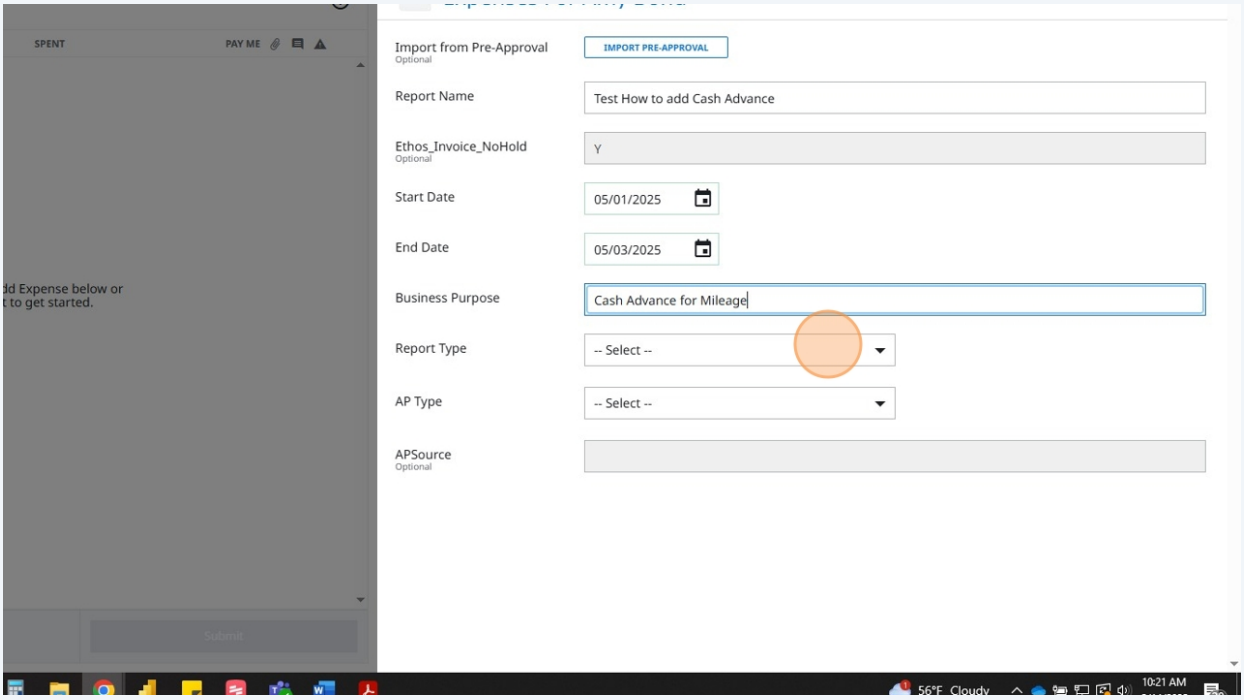
4 Select Dates for Travel for Start and End Date.



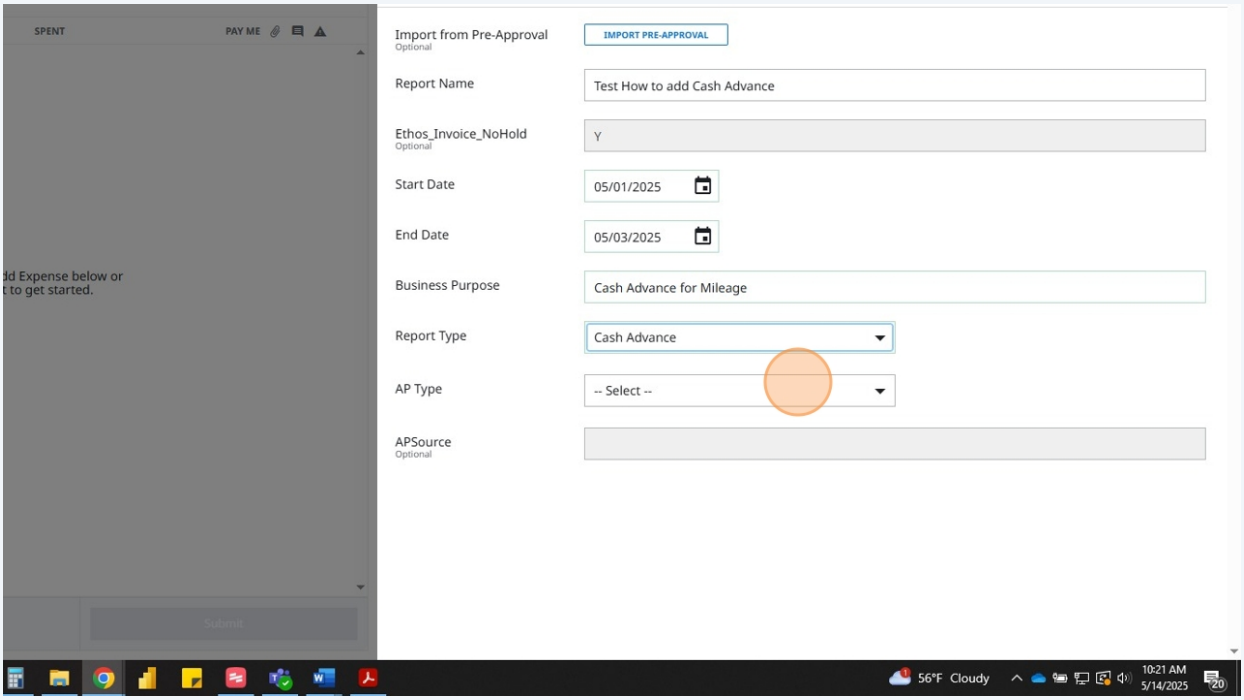
5 Enter the Business Purpose of the travel. It should be the same as the explanation on the pre-approval that was completed and approved. Also enter the pre-approval Report ID number.



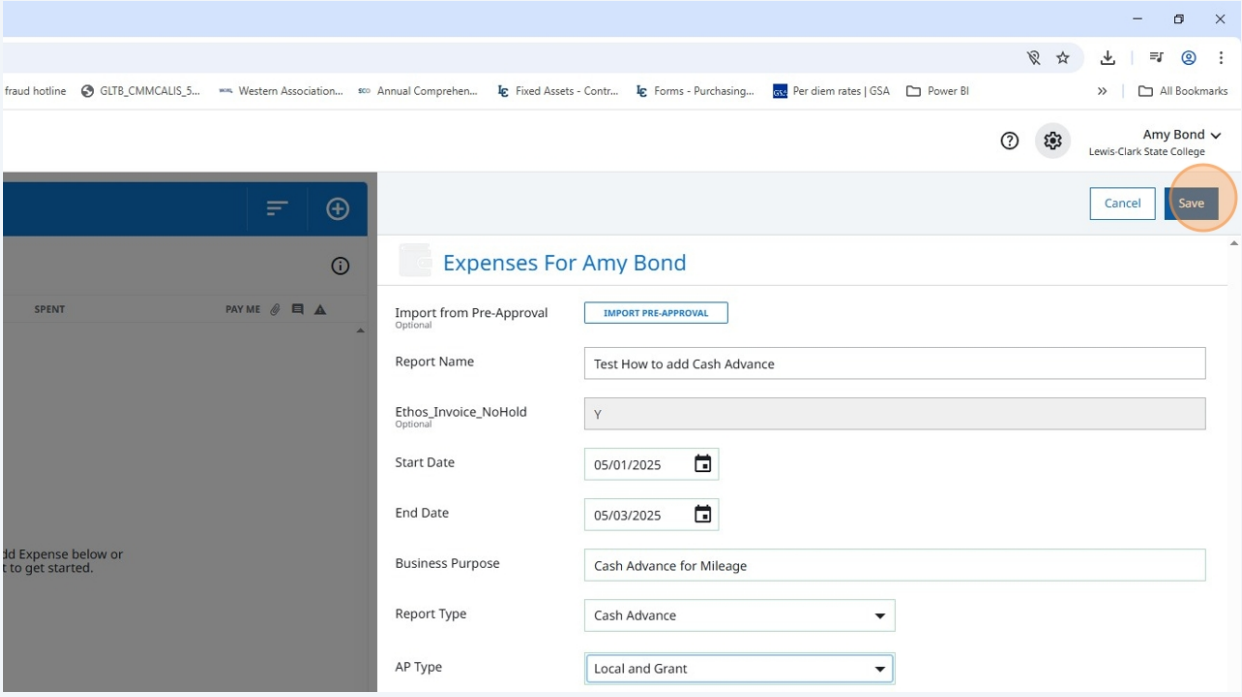
6 Select Cash Advance.



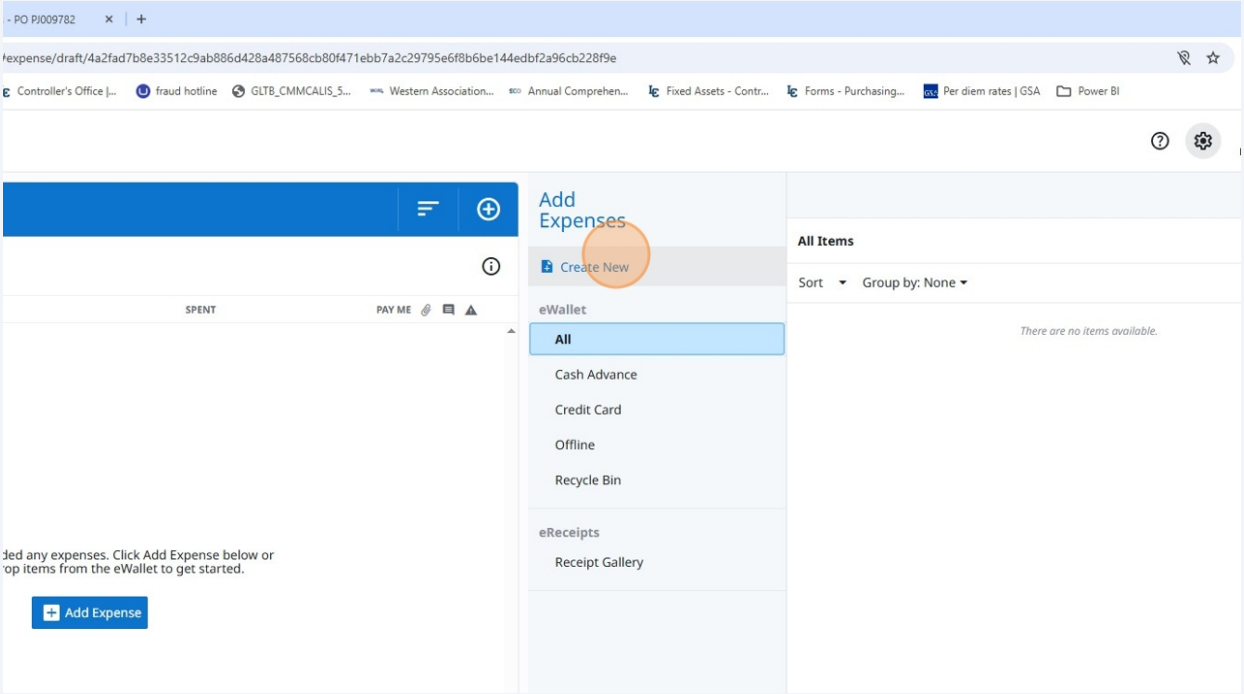
7 Select Appropriate AP Type. You are choosing the AP Type that relates to the cost center the cash advance will be charged to.



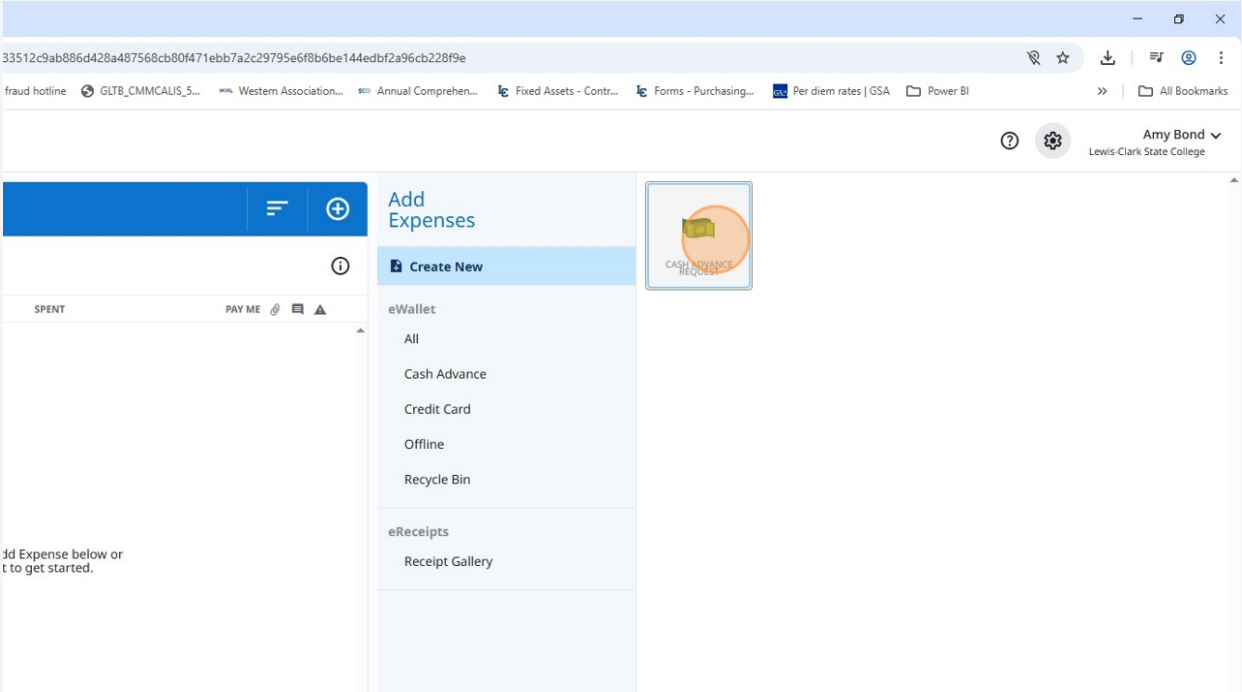
8 Click save.



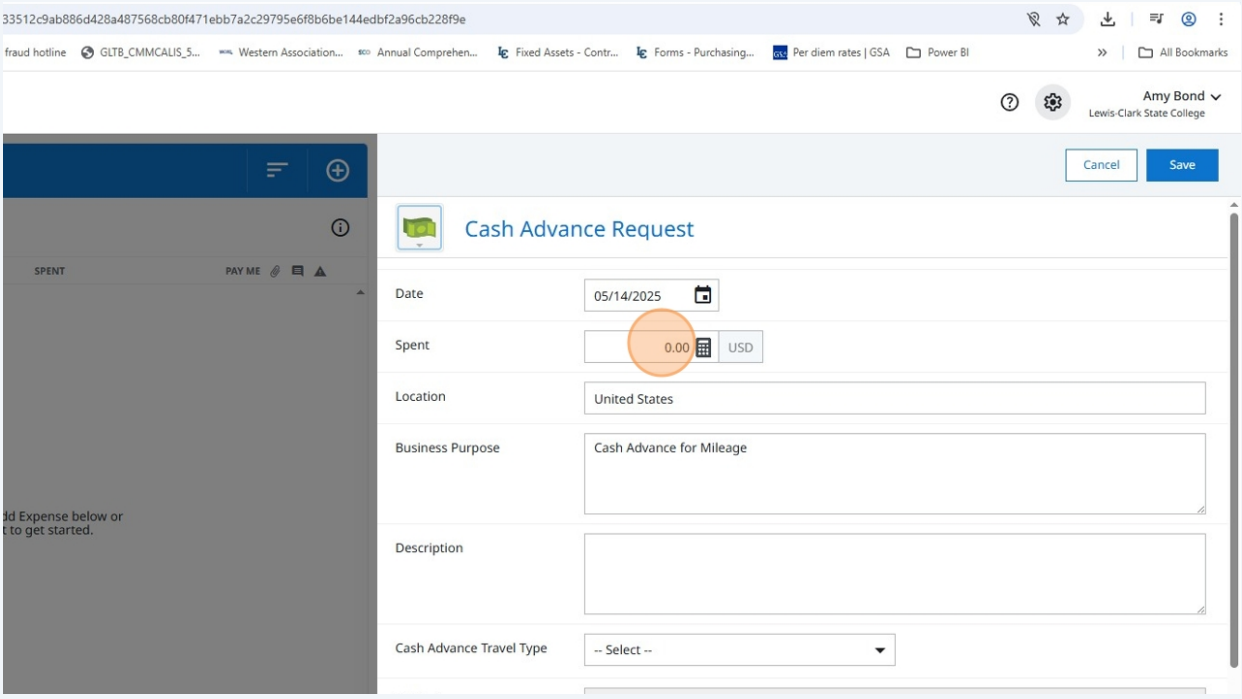
9 Click Create New.



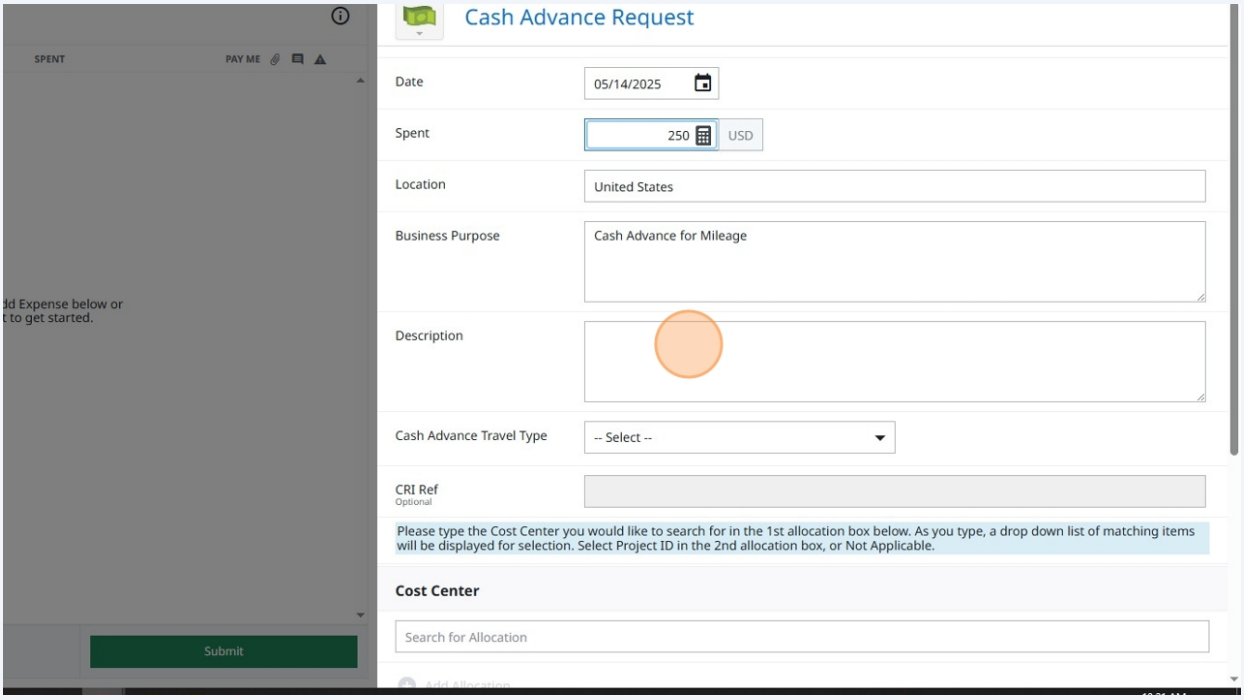
10 Click the Cash Advance Request button.



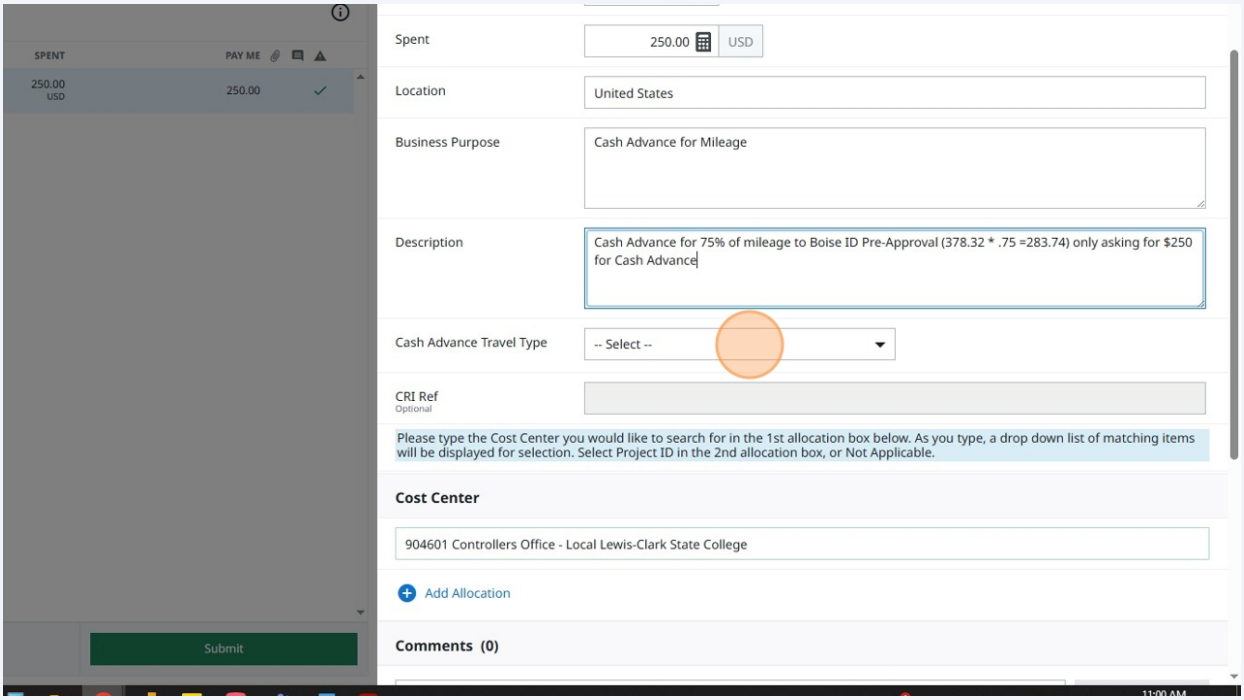
11 Enter the amount for Cash Advance. This will be the amount that was approved on the pre-approval and entered into the comments box by the travel desk which will be verified to make sure it matches. BE AWARE THAT CASH ADVANCE ARE ONLY FOR 75% OF PER DIEM AND/OR MILEAGE.



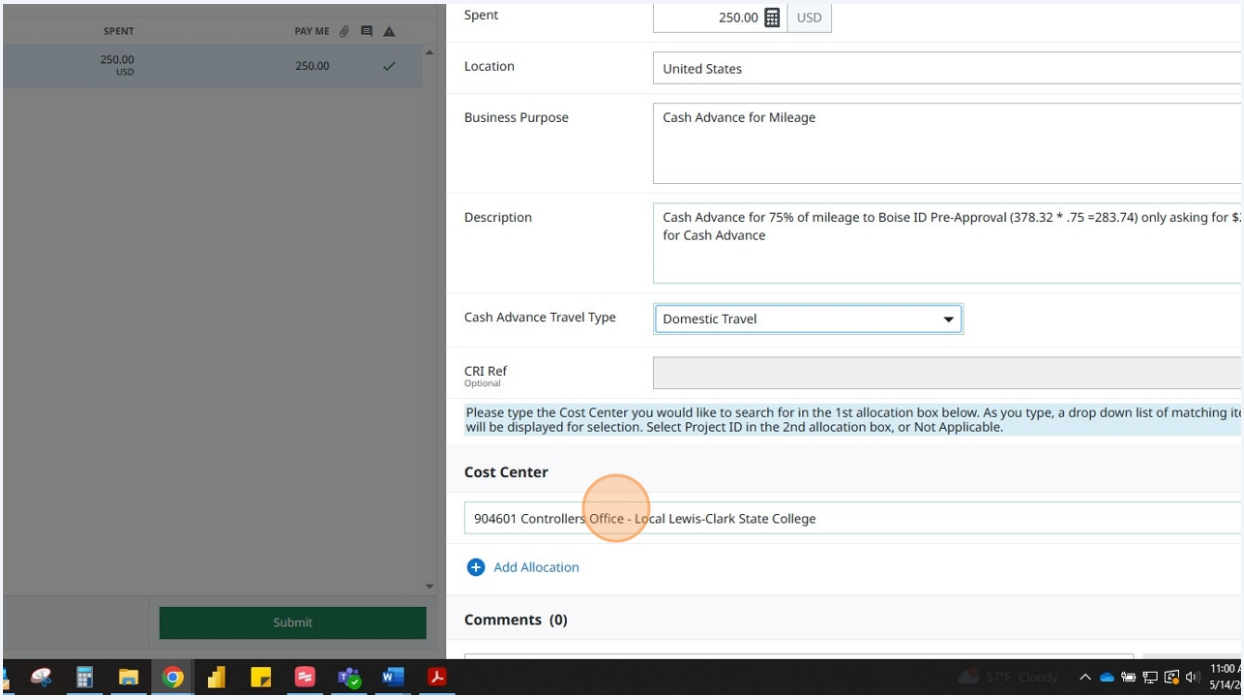
12 Enter a description of what the Cash Advance is for.



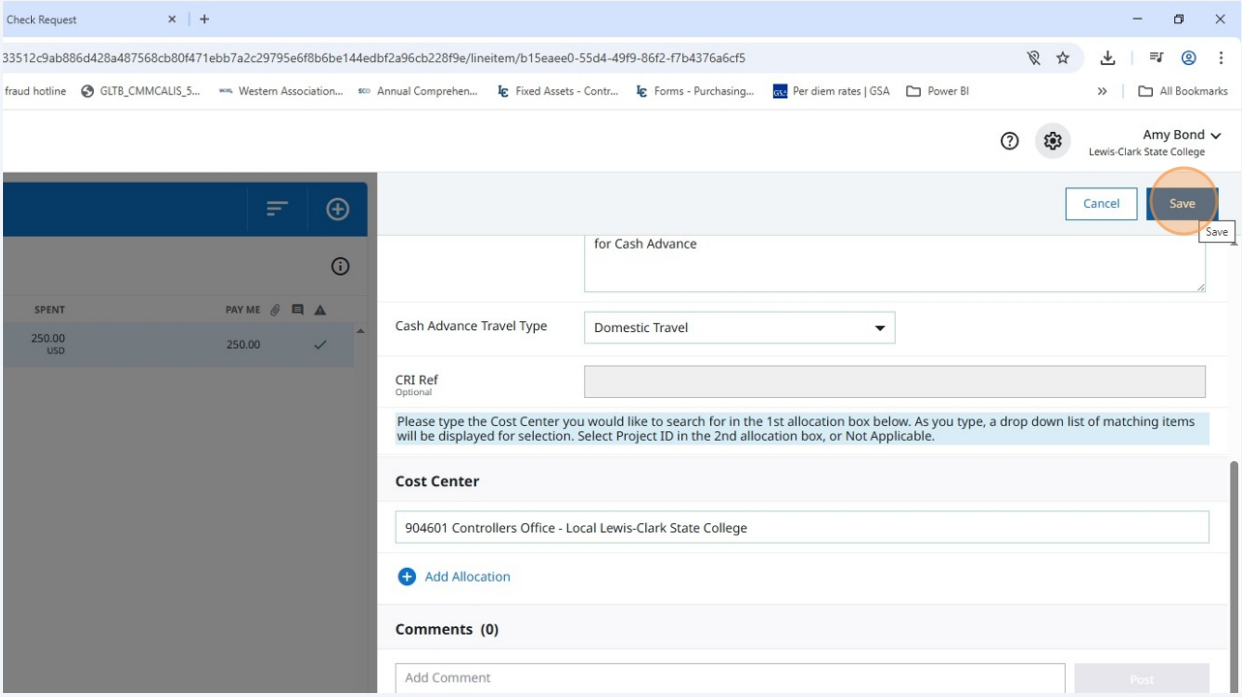
13 Click here and select the appropriate Travel Type.



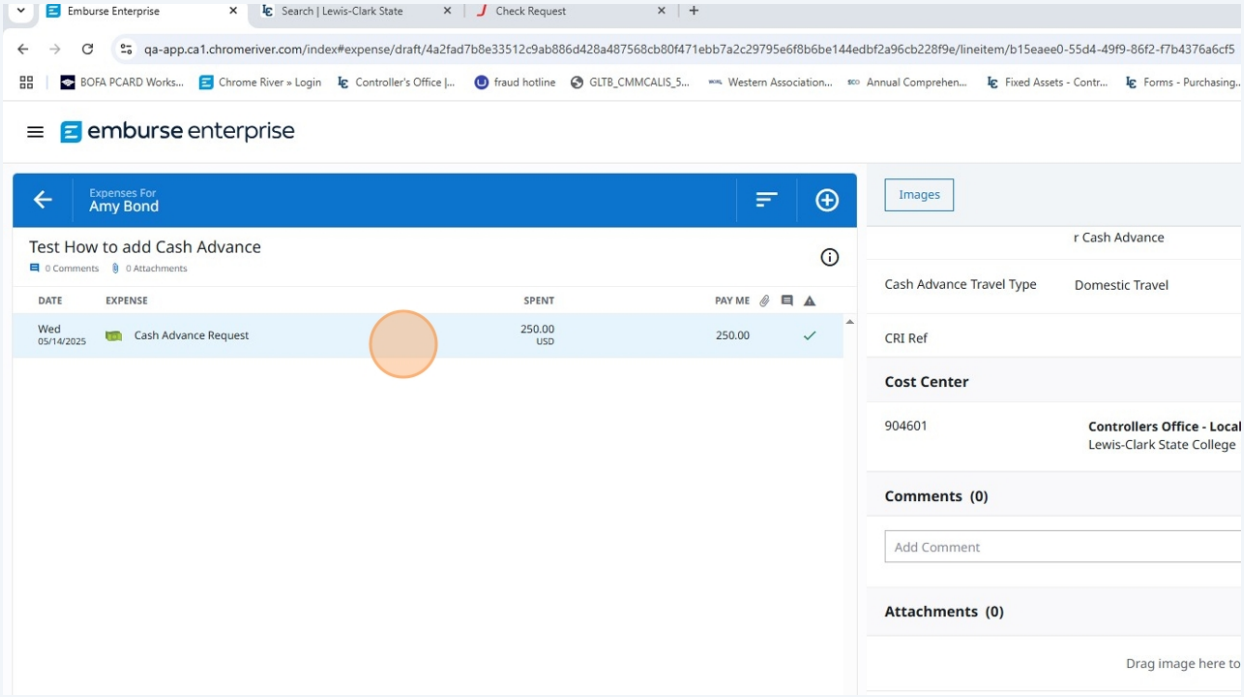
14 Enter the cost center. This is the account that the cash advance will be charged to.



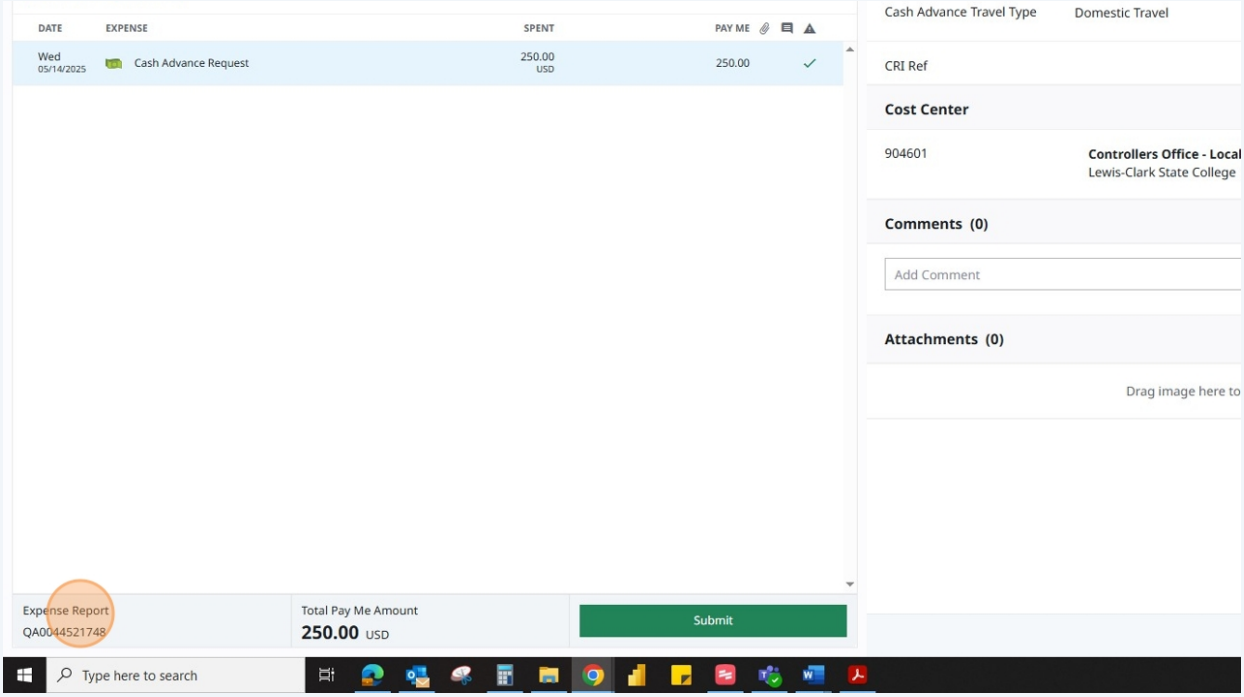
15 Click save.



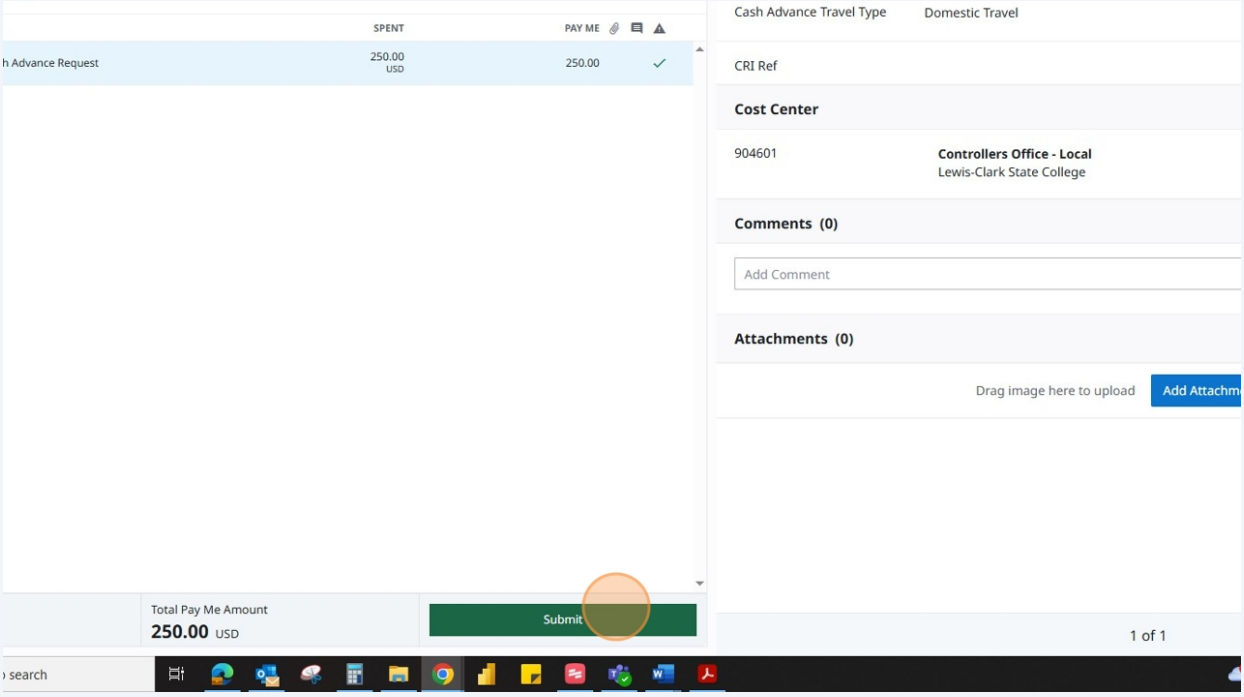
16 This will list the Cash Advance information.



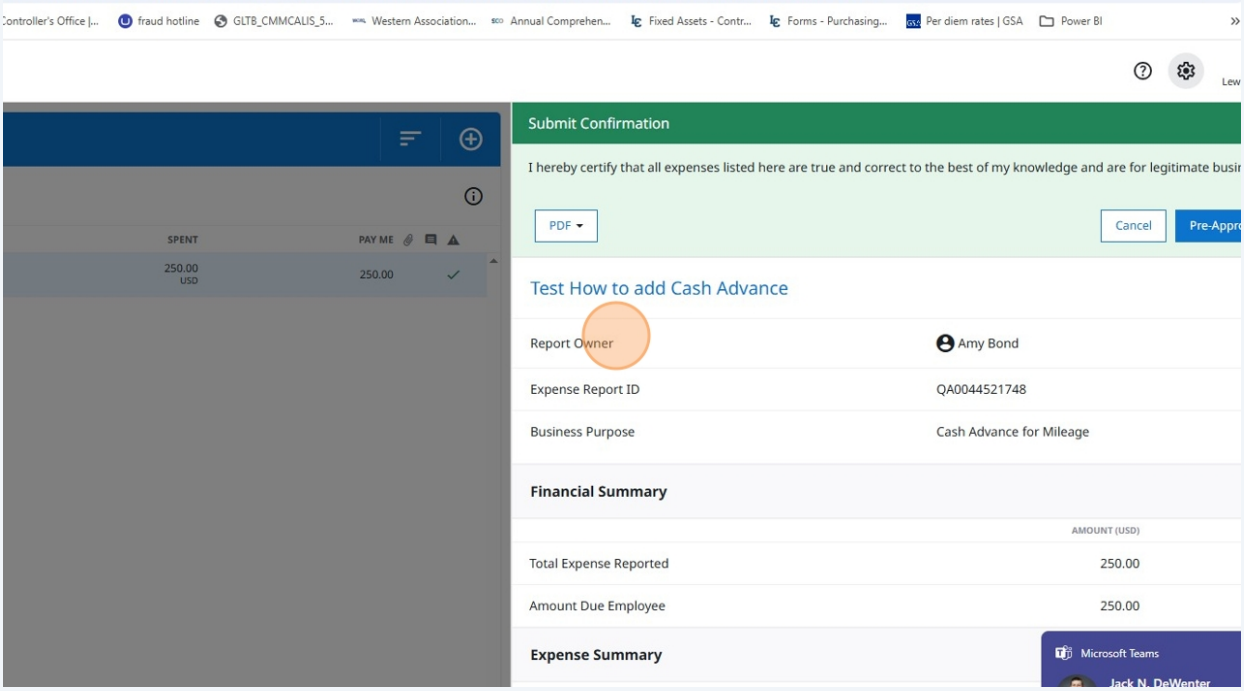
17 This is the Expense Report Number.



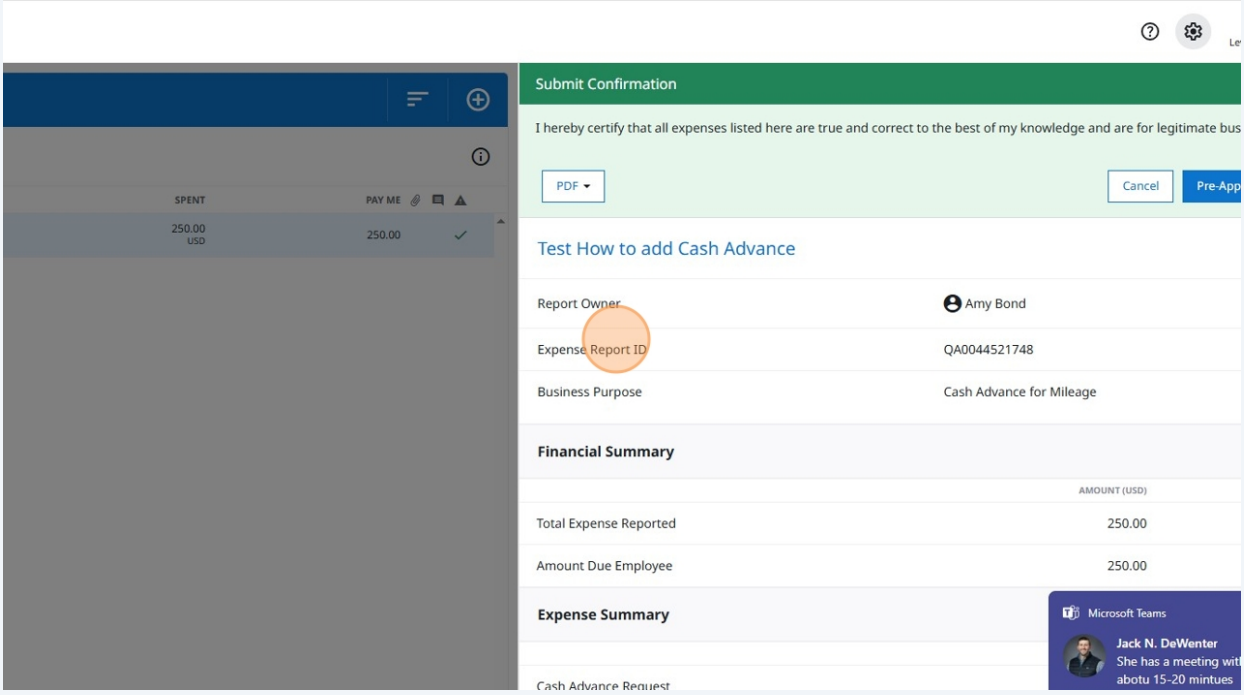
18 Click submit.



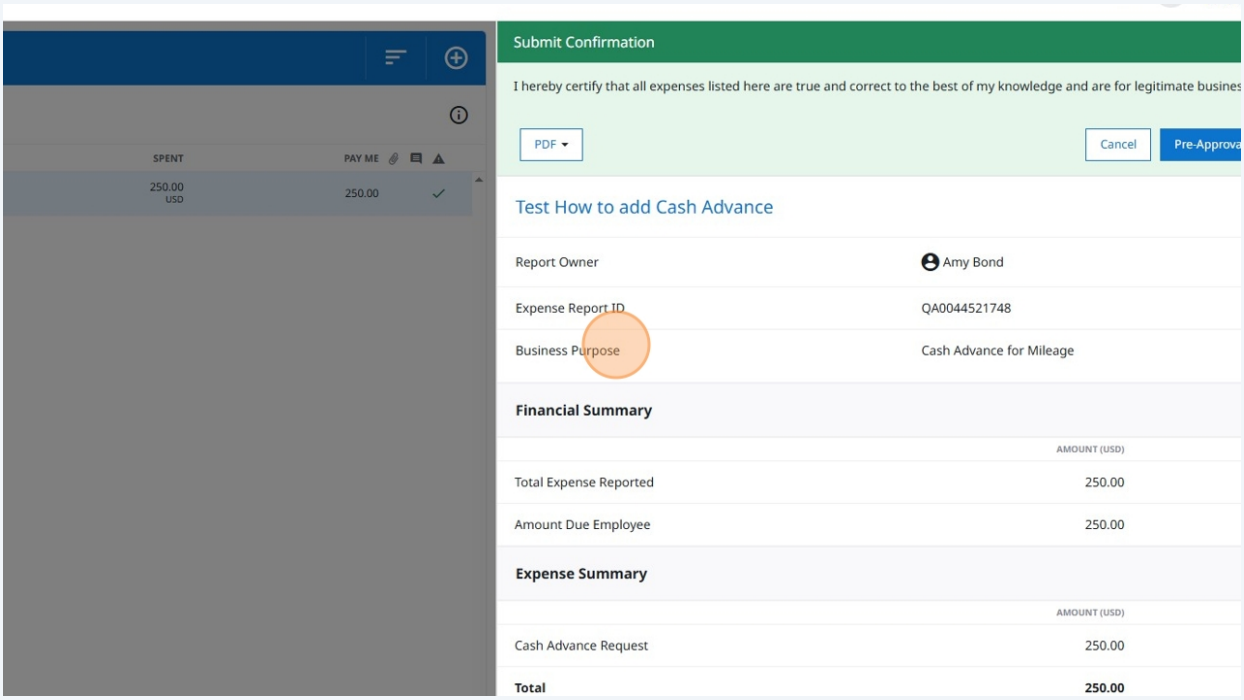
19 This shows the Report Owner. The report owner is the employee that the cash advance will be issued to.



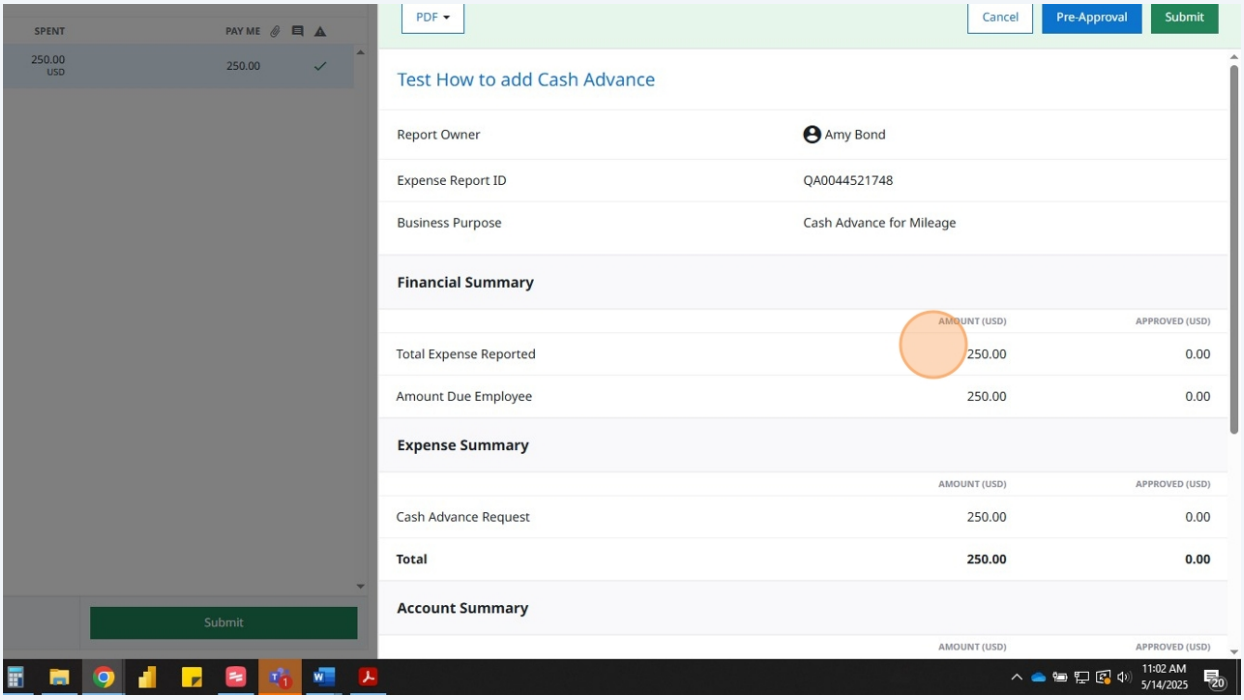
20 This is the Expense Report Number.



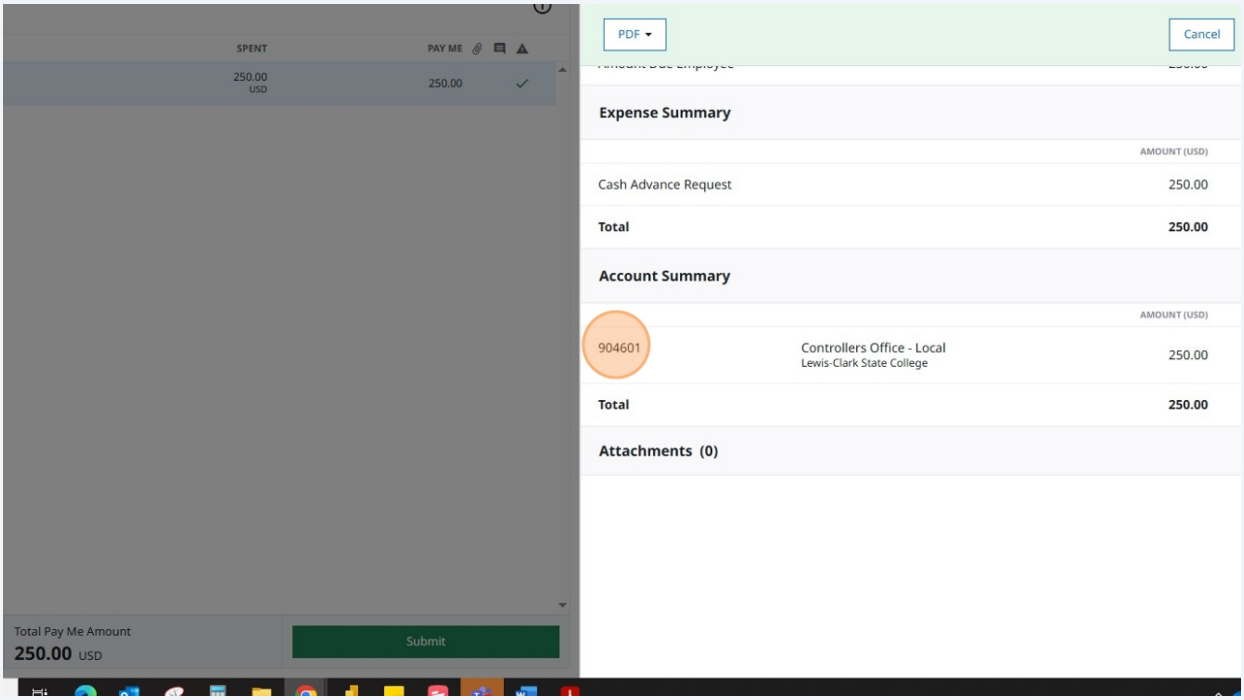
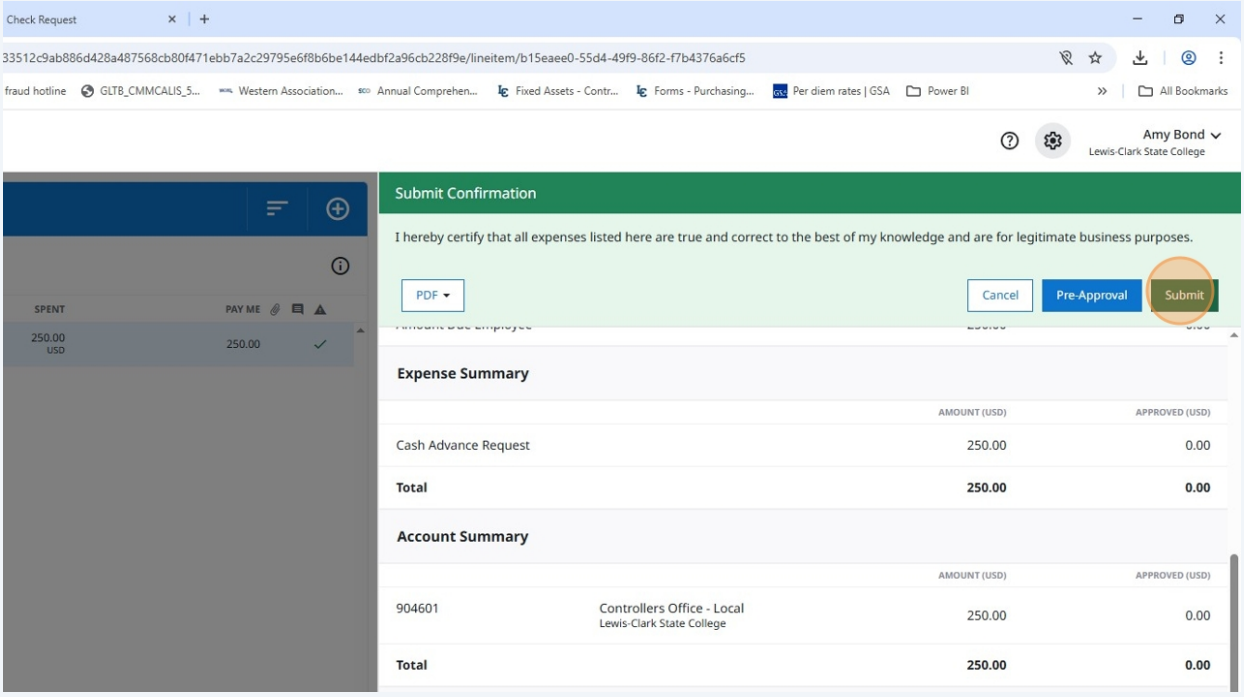
21 This shows the Business Purpose for the cash advance.



22 Check the total to make sure it is correct.



23 Double check that the cost center is correct.



24 Click submit after verifying the information is correct. If changes need to be made, click cancel to make the appropriate changes and then submit.