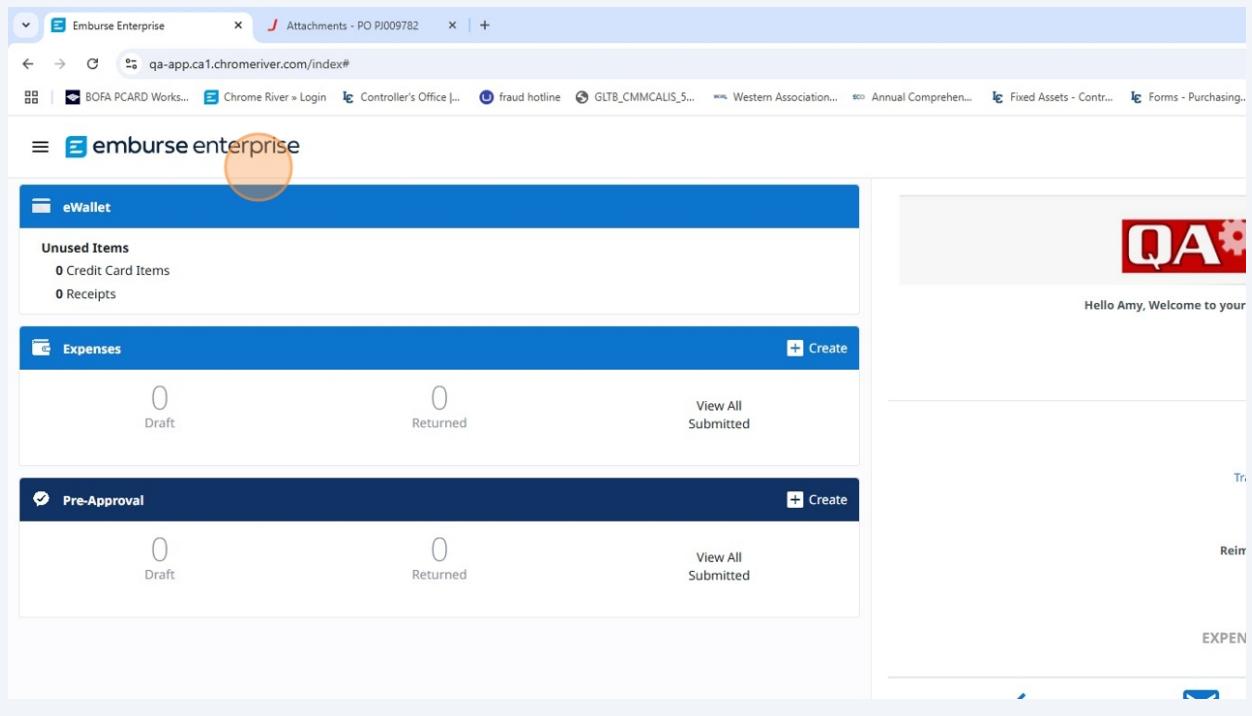
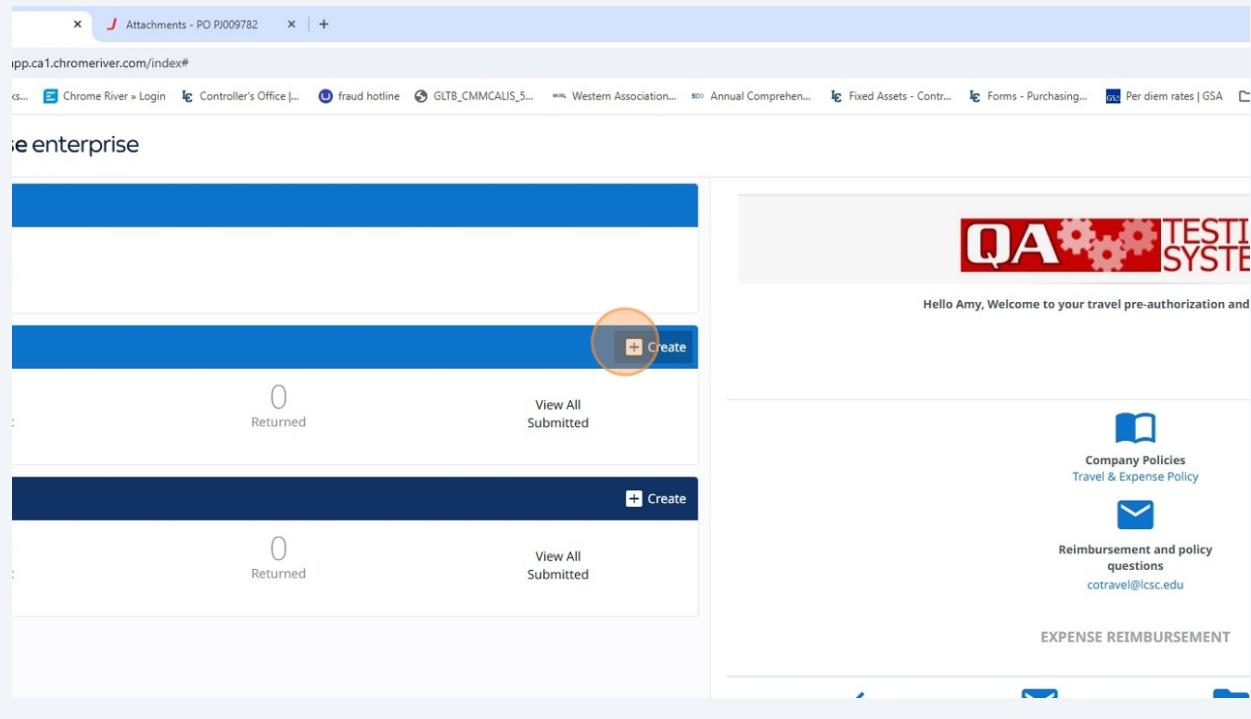


How to Create a Cash Advance Expense Report in Emburse

1 Click here



2 Under Expense Reports, click Create.

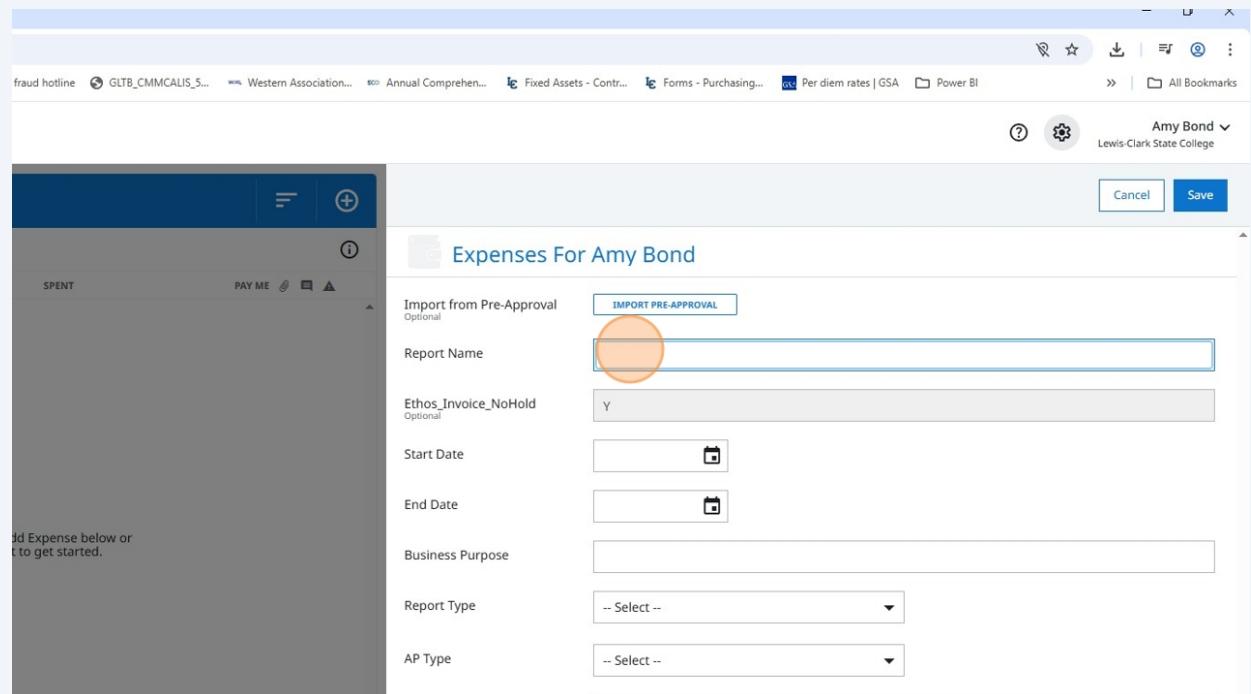


The screenshot shows a web browser window for 'Attachments - PO PJ009782'. The address bar shows 'app.ca1.chromeriver.com/index#'. The page content is a travel pre-authorization system. On the left, there are two sections: 'Returned' and 'Submitted', each with a 'Create' button. The 'Submitted' section's 'Create' button is highlighted with a red circle. On the right, there is a sidebar with the 'QA TEST SYSTEM' logo, a greeting 'Hello Amy, Welcome to your travel pre-authorization and', and links for 'Company Policies' (Travel & Expense Policy) and 'Reimbursement and policy questions' (cotravel@lcsc.edu). At the bottom right, it says 'EXPENSE REIMBURSEMENT'.

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

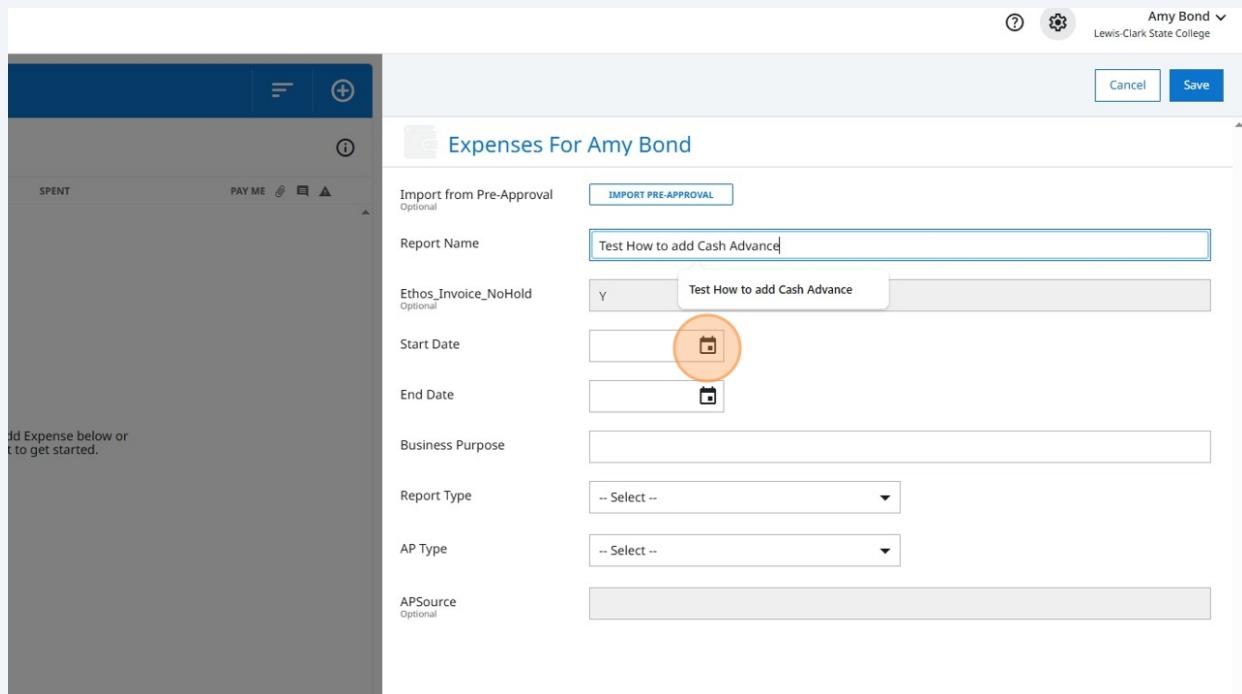
Location of Travel, First Date of Travel, Warrior ID #, Cash Advance

EX- Las Vegas, NV 110125 1234567 Cash Advance



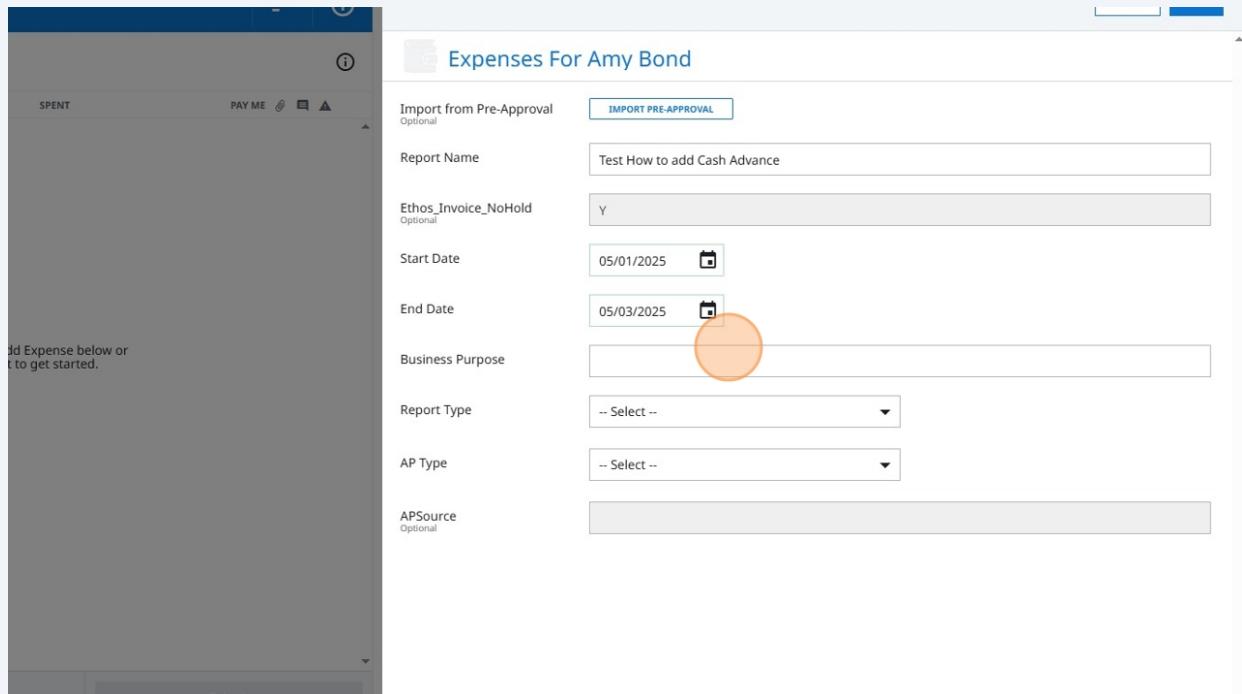
The screenshot shows a 'Create' dialog for 'Expenses For Amy Bond'. The 'Report Name' field is highlighted with a red circle. The dialog also includes fields for 'Ethos_Invoice_NoHold', 'Start Date', 'End Date', 'Business Purpose', 'Report Type', and 'AP Type'. At the top right, there are 'Cancel' and 'Save' buttons. The browser toolbar at the top includes 'fraud hotline', 'GLTB_CMMCALIS_5...', 'Western Association...', 'Annual Comprehen...', 'Fixed Assets - Contr...', 'Forms - Purchasing...', 'Per diem rates | GSA', 'Power BI', and a user profile for 'Amy Bond'.

4 Select Dates for Travel for Start and End Date.



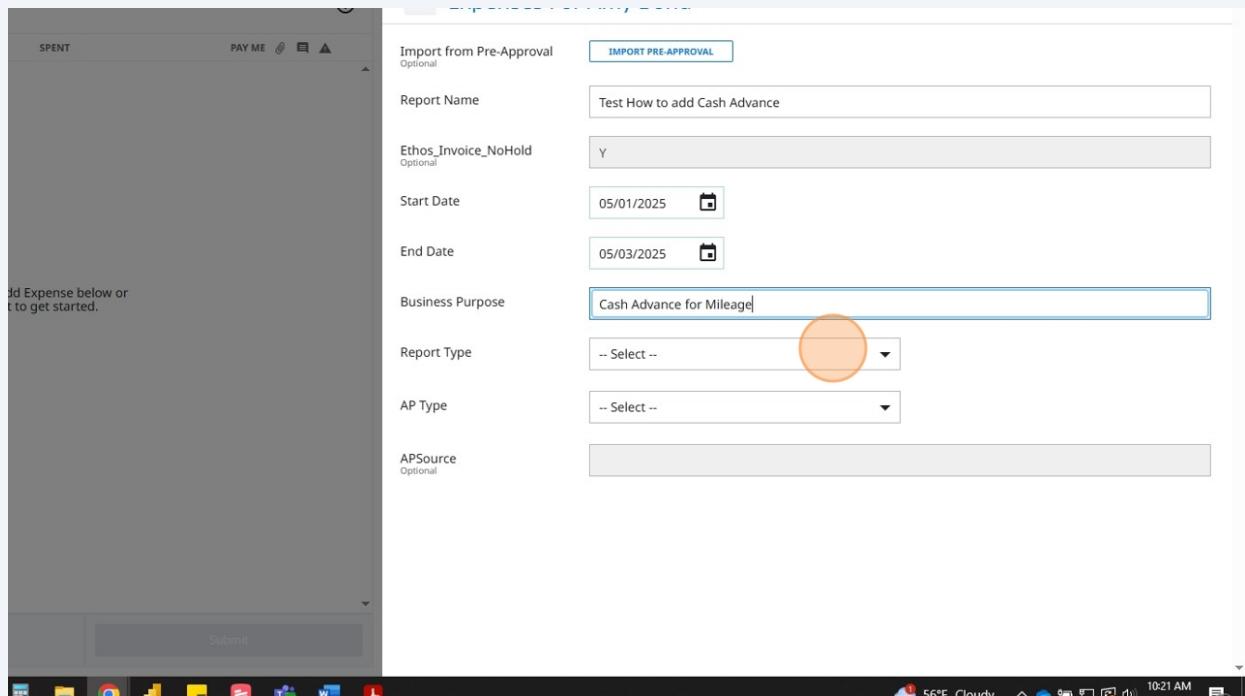
The screenshot shows the 'Expenses For Amy Bond' form. The 'Start Date' and 'End Date' fields are highlighted with orange circles. The 'Start Date' field contains '05/01/2025' and the 'End Date' field contains '05/03/2025'. Other fields visible include 'Report Name' (Test How to add Cash Advance), 'Ethos_Invoice_NoHold' (Y), 'Business Purpose' (empty), 'Report Type' (dropdown), 'AP Type' (dropdown), and 'APSource' (empty).

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.



The screenshot shows the 'Expenses For Amy Bond' form. The 'Business Purpose' field is highlighted with an orange circle. The 'Report Name' field contains 'Test How to add Cash Advance', 'Ethos_Invoice_NoHold' is checked (Y), and the 'Start Date' and 'End Date' fields contain '05/01/2025' and '05/03/2025' respectively. Other fields visible include 'Report Type' (dropdown), 'AP Type' (dropdown), and 'APSource' (empty).

6 Select Cash Advance.



SPENT PAY ME  

Import from Pre-Approval
Optional

Report Name: Test How to add Cash Advance

Ethos_Invoice_NoHold
Optional

Start Date: 05/01/2025 

End Date: 05/03/2025 

Business Purpose: Cash Advance for Mileage

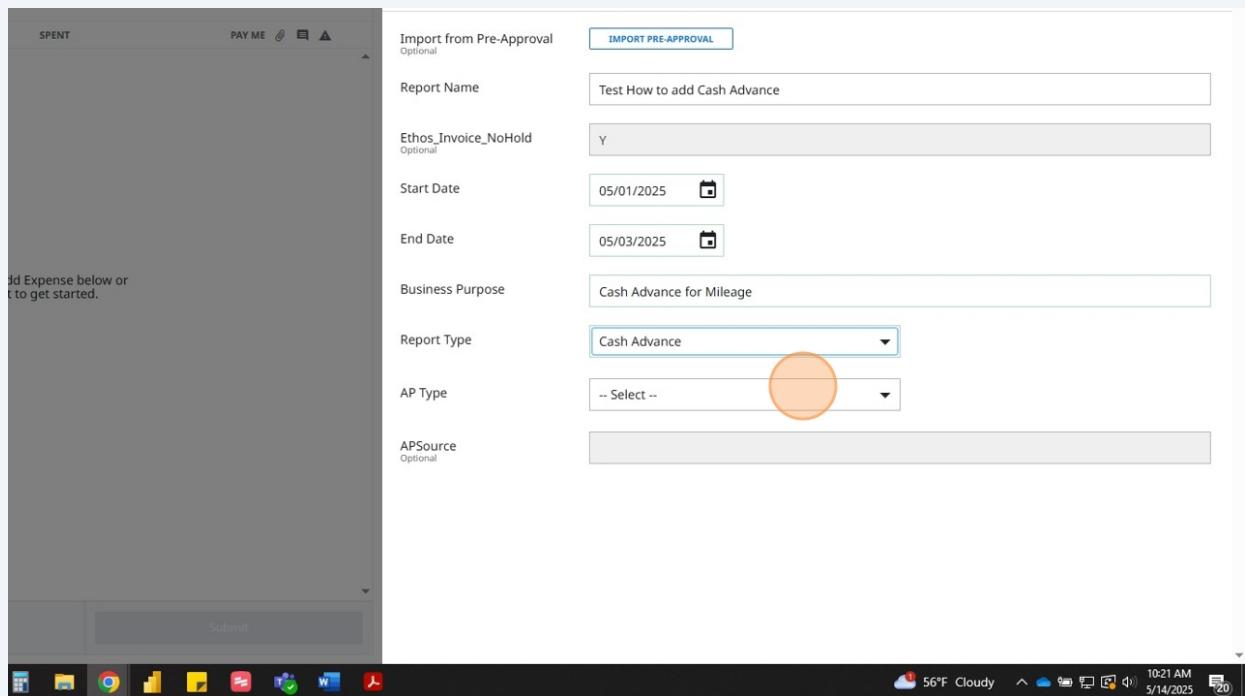
Report Type: -- Select --

AP Type: -- Select --

APSource
Optional

Submit

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



SPENT PAY ME  

Import from Pre-Approval
Optional

Report Name: Test How to add Cash Advance

Ethos_Invoice_NoHold
Optional

Start Date: 05/01/2025 

End Date: 05/03/2025 

Business Purpose: Cash Advance for Mileage

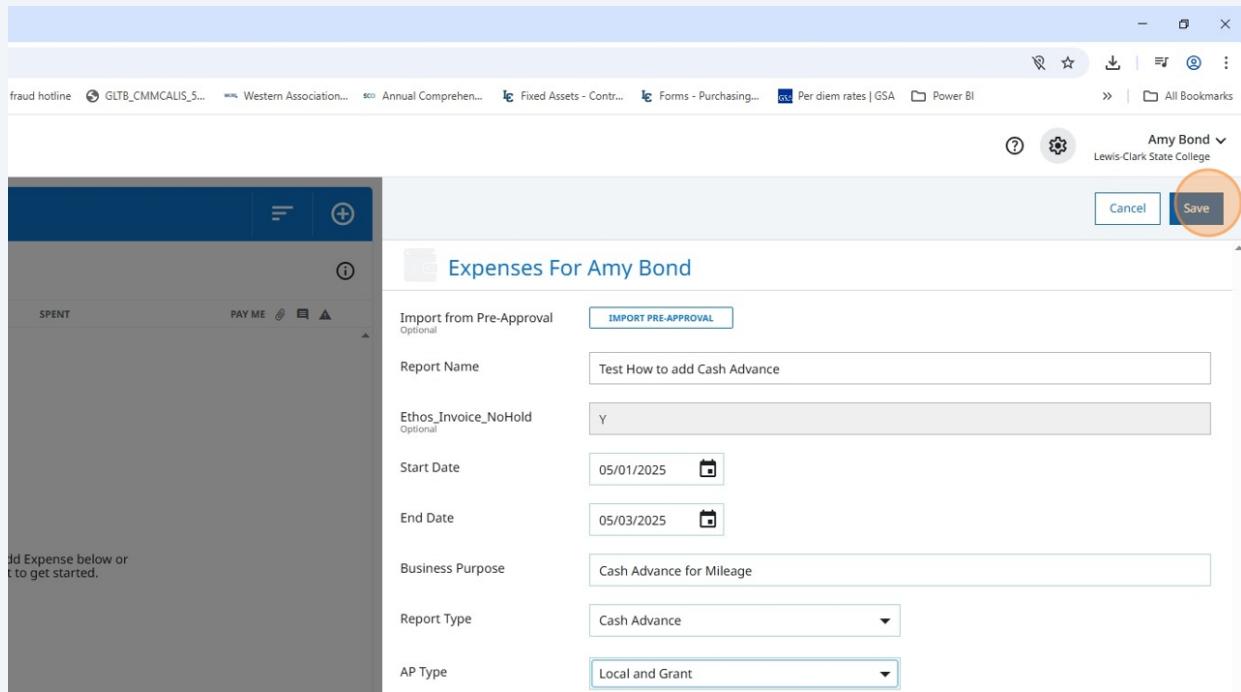
Report Type: Cash Advance

AP Type: -- Select --

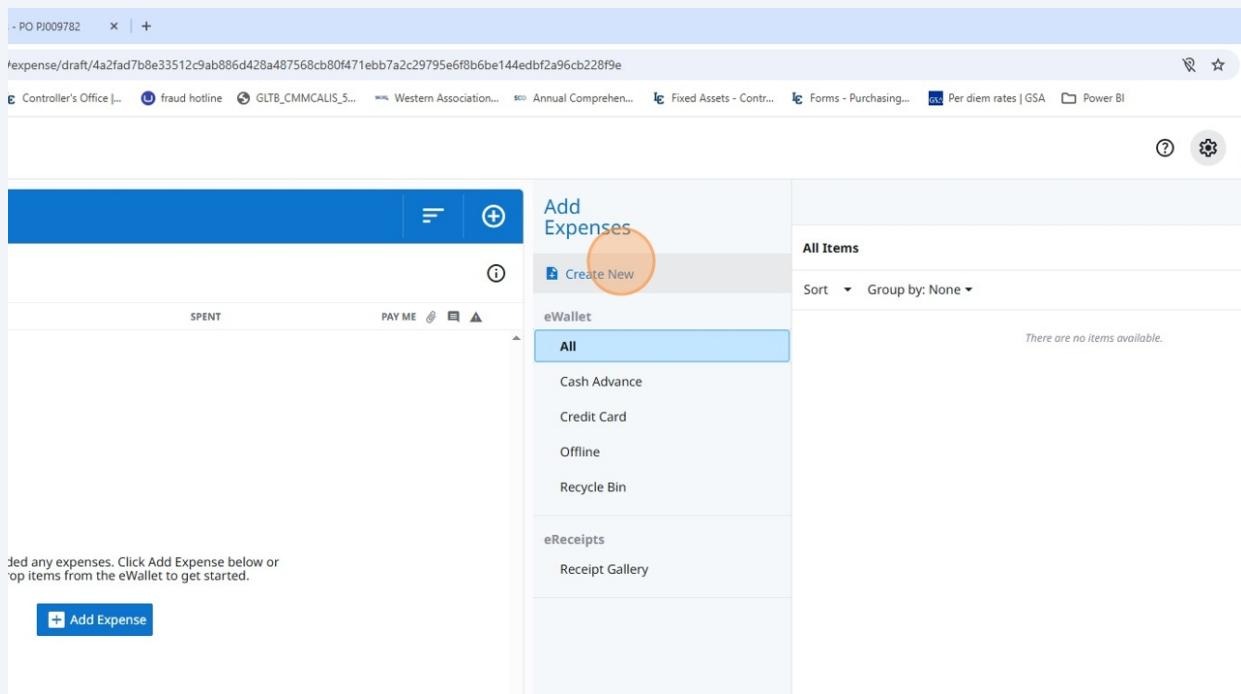
APSource
Optional

Submit

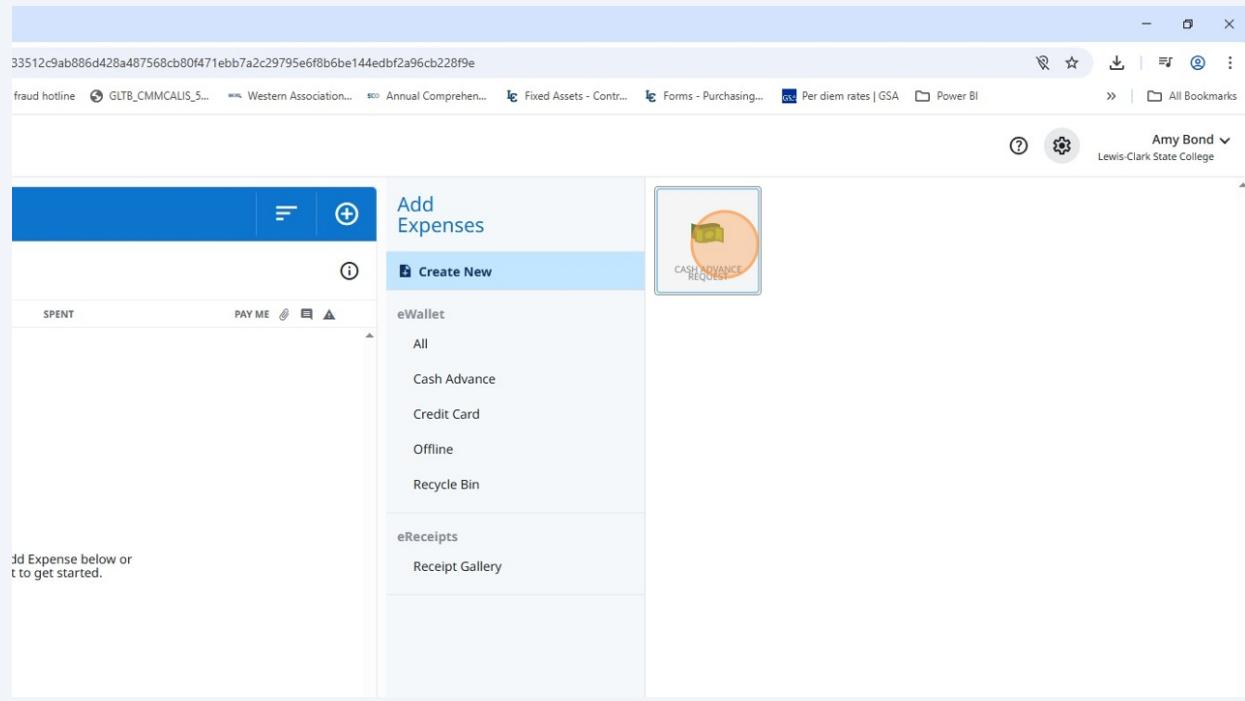
8 Click save.



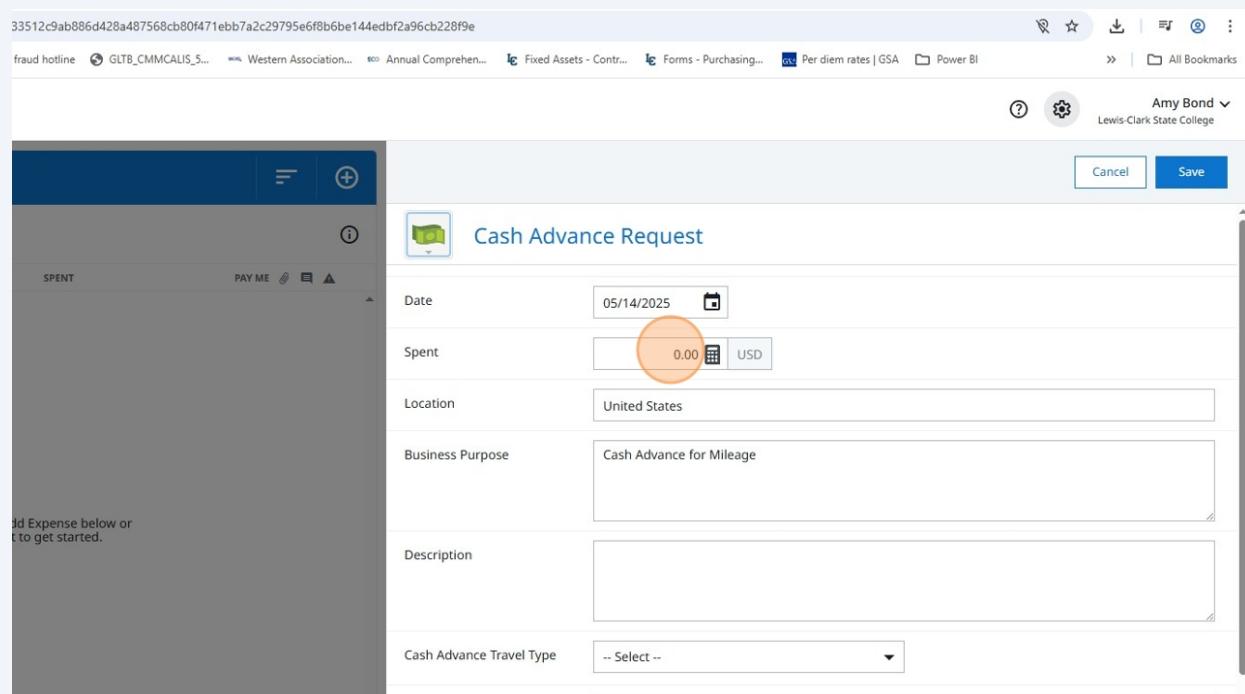
9 Click Create New.



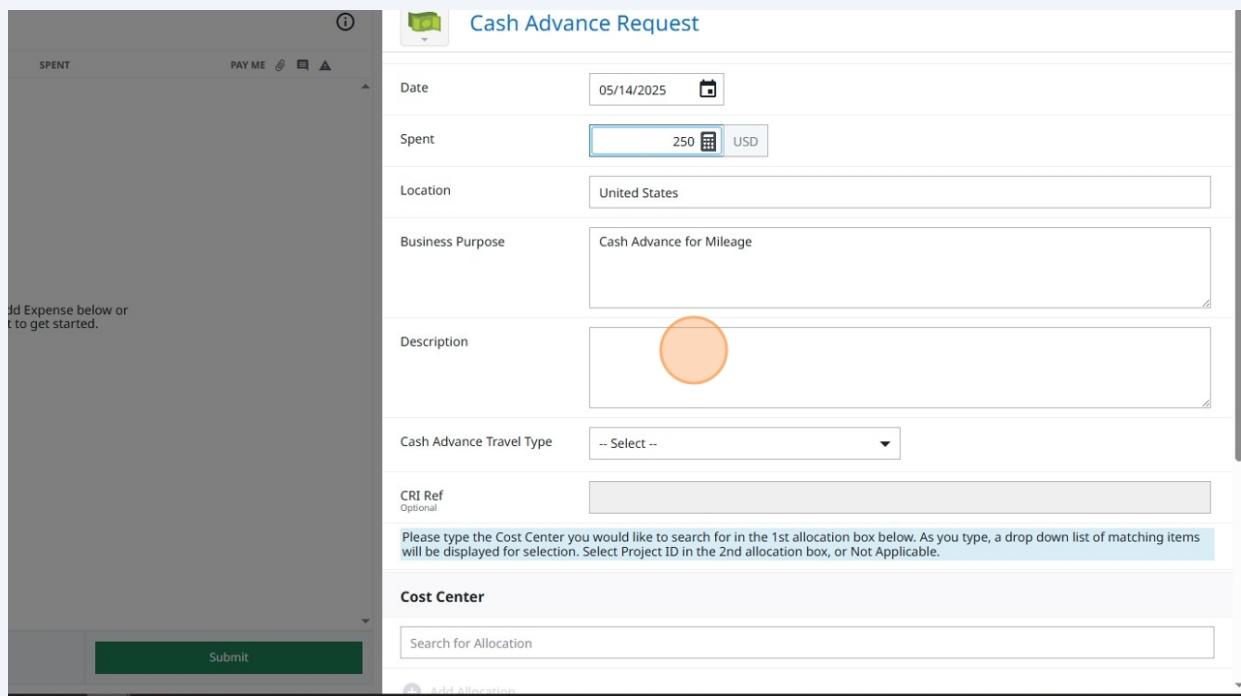
10 Click the Cash Advance Request button.



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.

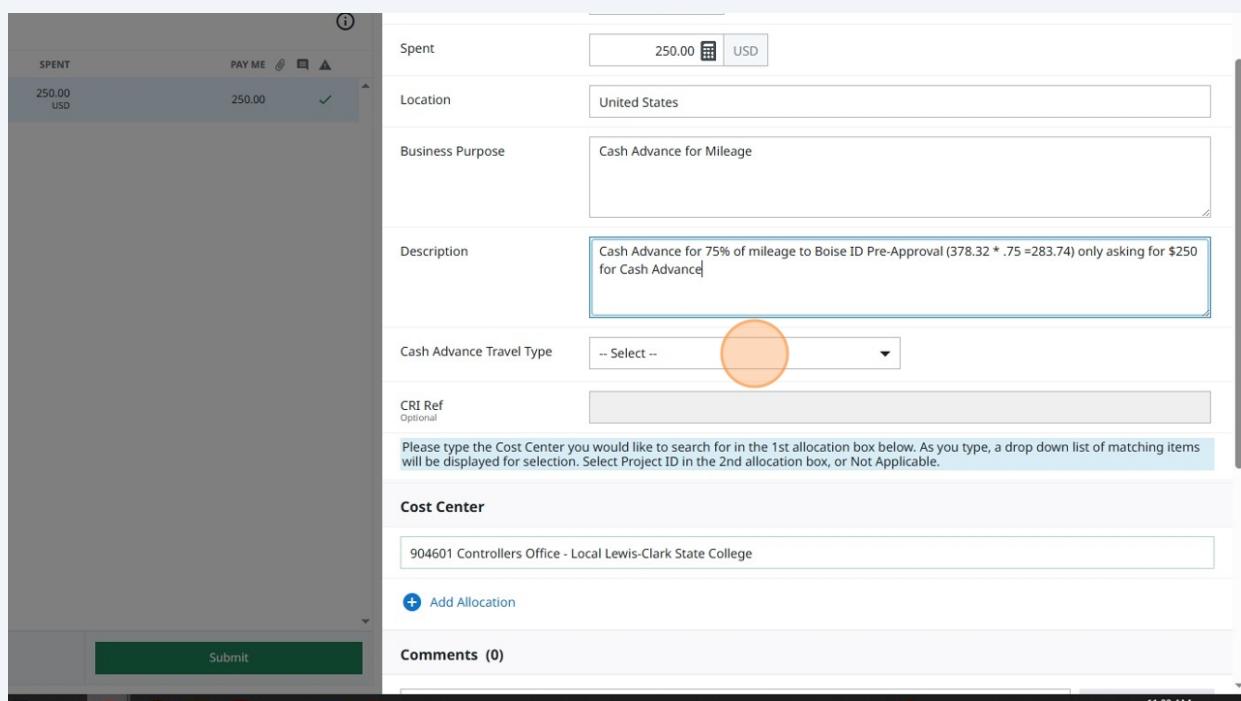


12 Enter a description of what the Cash Advance is for.



The screenshot shows the 'Cash Advance Request' form. The 'Description' field is highlighted with an orange circle. The form includes fields for Date (05/14/2025), Spent (250 USD), Location (United States), Business Purpose (Cash Advance for Mileage), and Cash Advance Travel Type (dropdown menu). A note at the bottom of the form says: 'Please type the Cost Center you would like to search for in the 1st allocation box below. As you type, a drop down list of matching items will be displayed for selection. Select Project ID in the 2nd allocation box, or Not Applicable.' A 'Cost Center' section with a search bar and an 'Add Allocation' button is also visible.

13 Click here and select the appropriate Travel Type.



The screenshot shows the 'Cash Advance Request' form. The 'Cash Advance Travel Type' dropdown menu is highlighted with an orange circle. The form includes fields for Spent (250.00 USD), Location (United States), Business Purpose (Cash Advance for Mileage), and a Description field containing the text: 'Cash Advance for 75% of mileage to Boise ID Pre-Approval (378.32 * .75 =283.74) only asking for \$250 for Cash Advance'. A note at the bottom of the form says: 'Please type the Cost Center you would like to search for in the 1st allocation box below. As you type, a drop down list of matching items will be displayed for selection. Select Project ID in the 2nd allocation box, or Not Applicable.' A 'Cost Center' section with a search bar and an 'Add Allocation' button is also visible. The 'Comments (0)' section is at the bottom.

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

Spent: 250.00 USD

Location: United States

Business Purpose: Cash Advance for Mileage

Description: Cash Advance for 75% of mileage to Boise ID Pre-Approval (378.32 * .75 =283.74) only asking for \$.

Cash Advance Travel Type: Domestic Travel

CRI Ref: Optional

Please type the Cost Center you would like to search for in the 1st allocation box below. As you type, a drop down list of matching items will be displayed for selection. Select Project ID in the 2nd allocation box, or Not Applicable.

Cost Center

904601 Controllers Office - Local Lewis-Clark State College

+ Add Allocation

Comments (0)

Submit

15 Click save.

Check Request

33512c9ab886d428a487568cb80f471ebb7a2c29795e6f8b6be144edb2a96cb228f9e/lineitem/b15eaee0-55d4-49f9-86f2-f7b4376a6cf5

fraud hotline GLT8_CMMCALIS_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing... Per diem rates | GSA Power BI

Amy Bond Lewis-Clark State College

Cancel Save

for Cash Advance

Cash Advance Travel Type: Domestic Travel

CRI Ref: Optional

Please type the Cost Center you would like to search for in the 1st allocation box below. As you type, a drop down list of matching items will be displayed for selection. Select Project ID in the 2nd allocation box, or Not Applicable.

Cost Center

904601 Controllers Office - Local Lewis-Clark State College

+ Add Allocation

Comments (0)

Add Comment Post

16 This will list the Cash Advance information.

Emburse Enterprise Search | Lewis-Clark State Check Request

BOFA PCARD Works... Chrome River » Login Controller's Office ... fraud hotline GLTB_CMMCALIS_... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing...

emburse enterprise

Expenses For Amy Bond

Test How to add Cash Advance

Comments 0 Attachments

DATE	EXPENSE	SPENT	PAY ME
Wed 05/14/2025	Cash Advance Request	250.00 USD	250.00 ✓

Images

Cash Advance Travel Type Domestic Travel

CRI Ref

Cost Center

904601 Controllers Office - Local Lewis-Clark State College

Comments (0)

Add Comment

Attachments (0)

Drag image here to

17 This is the Expense Report Number.

DATE	EXPENSE	SPENT	PAY ME	
Wed 05/14/2025	 Cash Advance Request	250.00 USD	250.00	
Cost Center				
		904601	Controllers Office - Local	Lewis-Clark State College
Comments (0)				
<input type="text" value="Add Comment"/>				
Attachments (0)				
Drag image here to				

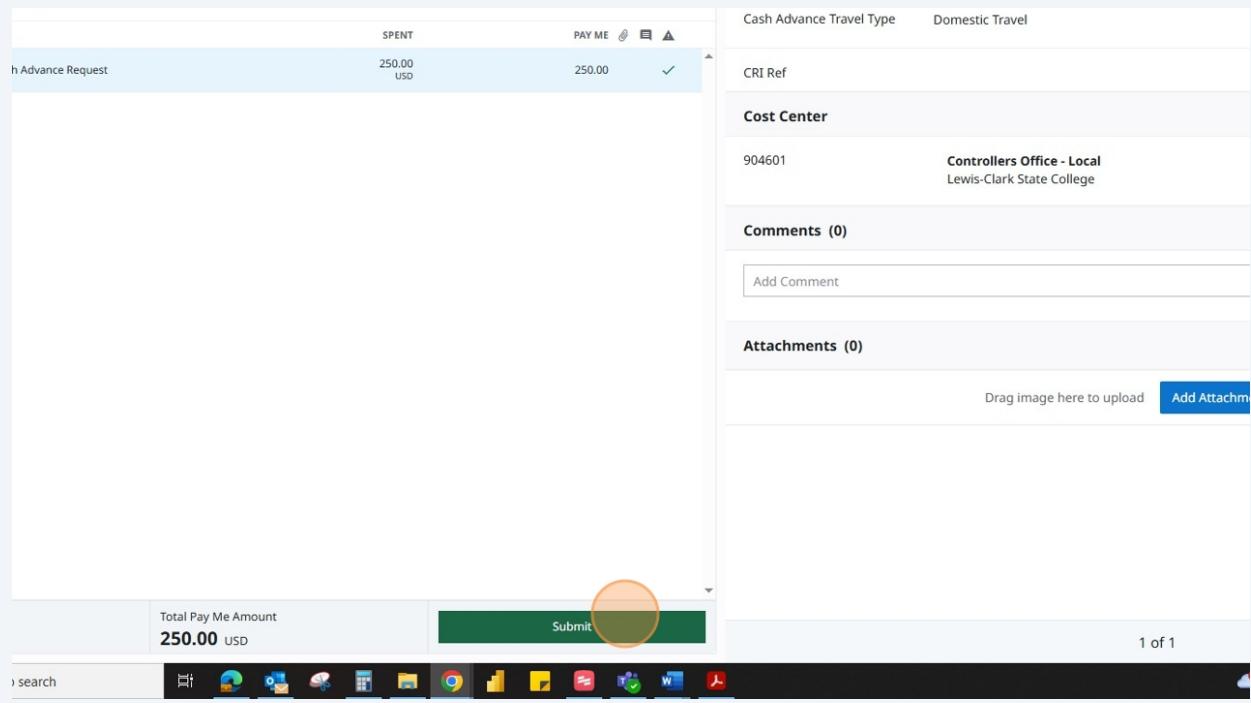
Expense Report
QA0044521748

Total Pay Me Amount
250.00 USD

Submit

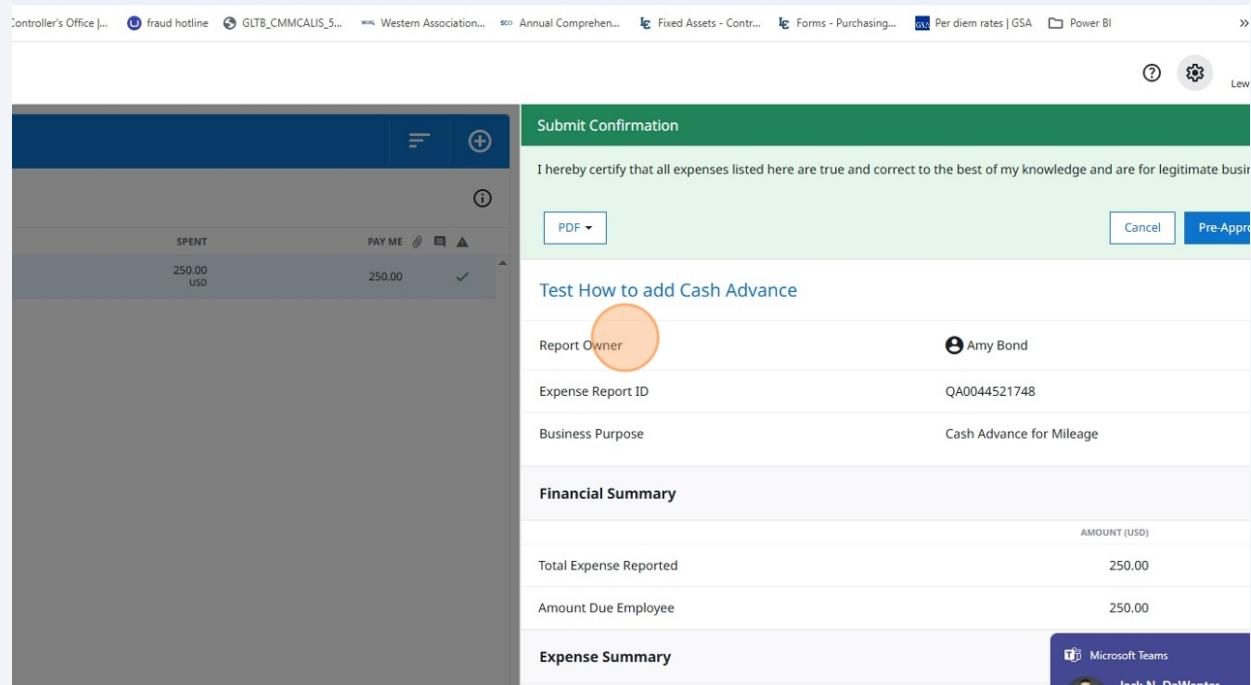
  Type here to search               

18 Click submit.



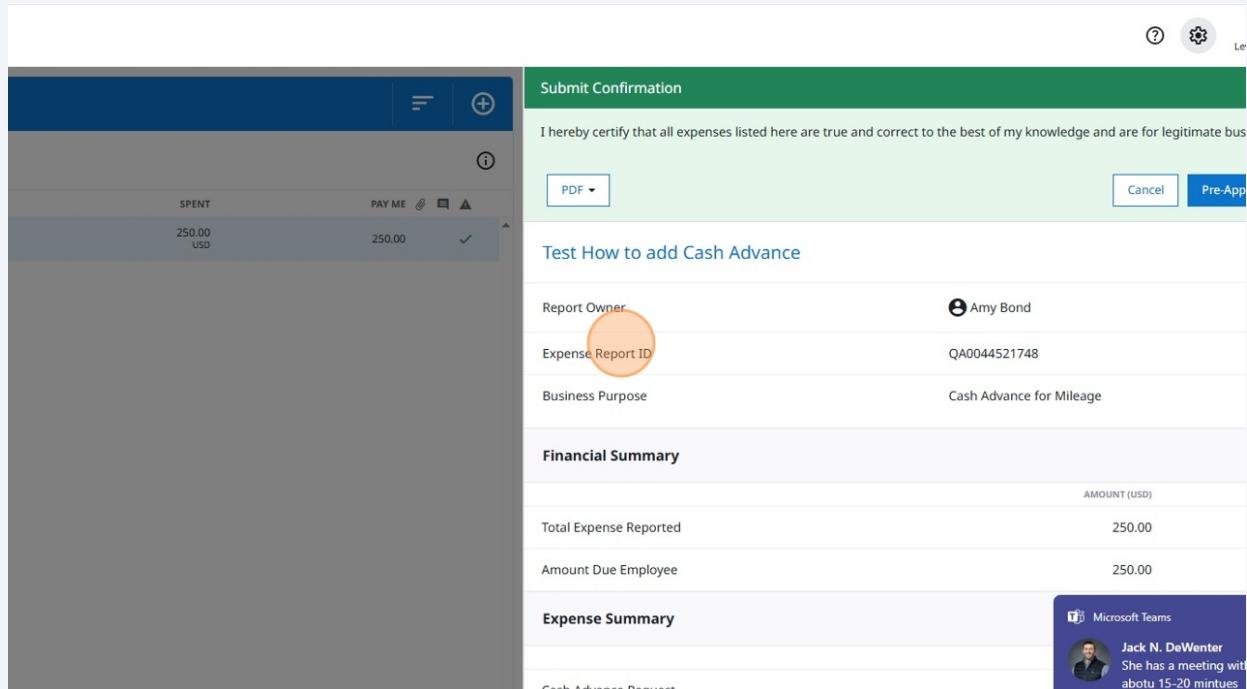
The screenshot shows a web-based application for managing cash advance requests. The main interface has a header with 'Cash Advance Travel Type' and 'Domestic Travel'. Below the header, there are sections for 'CRI Ref' and 'Cost Center', with the cost center set to '904601' and 'Controllers Office - Local, Lewis-Clark State College'. There are sections for 'Comments (0)' and 'Attachments (0)'. At the bottom of the form, there is a 'Submit' button, which is highlighted with a yellow circle. The status bar at the bottom of the browser window shows the total pay amount as '250.00 USD'.

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



The screenshot shows a 'Submit Confirmation' dialog box. The dialog box contains a statement: 'I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.' Below this statement, there is a 'PDF' button and a 'Cancel' button. The 'Pre-Approve' button is also visible. The dialog box is overlaid on a larger web application interface. On the left, there is a sidebar with a 'Report Owner' section, which is highlighted with a yellow circle. The 'Report Owner' field contains the name 'Amy Bond'. Below this, there are fields for 'Expense Report ID' (QA0044521748) and 'Business Purpose' (Cash Advance for Mileage). At the bottom of the dialog box, there is a 'Financial Summary' section with a table showing 'Total Expense Reported' and 'Amount Due Employee' both as 250.00. At the very bottom, there is a 'Expense Summary' section with a Microsoft Teams integration and a user profile for 'Jack N. DeWenter'.

20 This is the Expense Report Number.



Submit Confirmation

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

PDF ▾

Cancel Pre-App

Test How to add Cash Advance

Report Owner: Amy Bond

Expense Report ID: QA0044521748

Business Purpose: Cash Advance for Mileage

Financial Summary

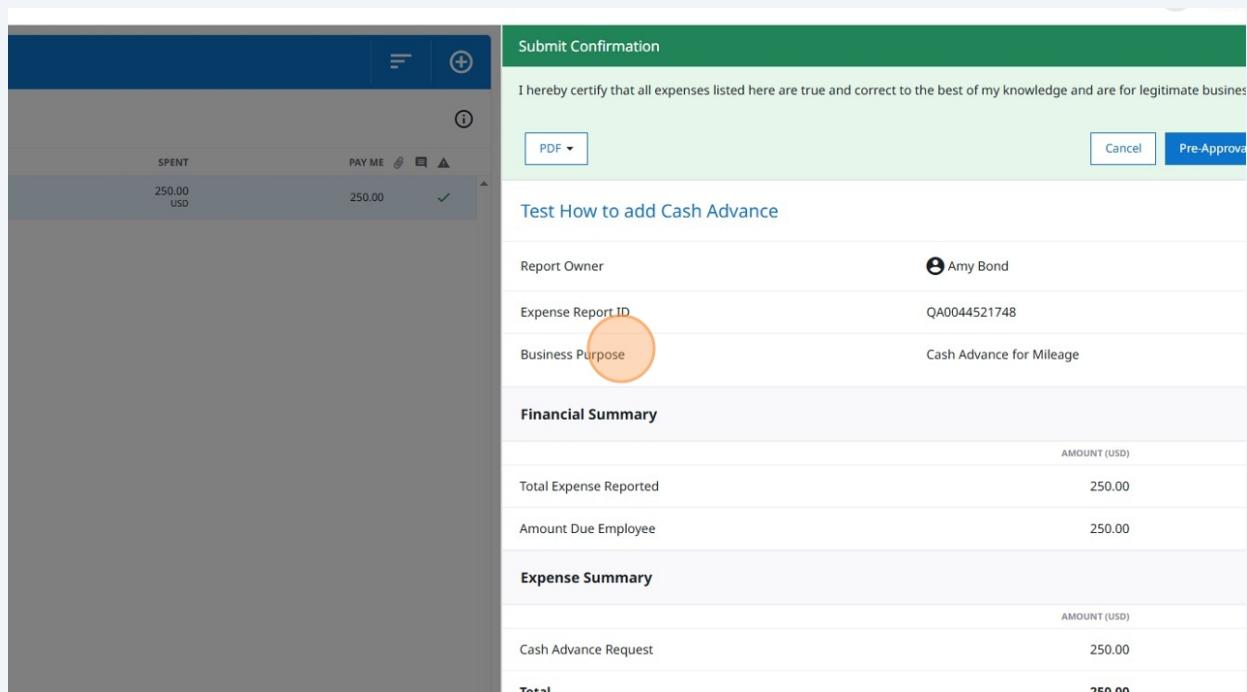
	AMOUNT (USD)
Total Expense Reported	250.00
Amount Due Employee	250.00

Expense Summary

	AMOUNT (USD)
Cash Advance Request	250.00

Microsoft Teams
Jack N. DeWenter
She has a meeting with you about 15-20 minutes

21 This shows the Business Purpose for the cash advance.



Submit Confirmation

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

PDF ▾

Cancel Pre-App

Test How to add Cash Advance

Report Owner: Amy Bond

Expense Report ID: QA0044521748

Business Purpose: Cash Advance for Mileage

Financial Summary

	AMOUNT (USD)
Total Expense Reported	250.00
Amount Due Employee	250.00

Expense Summary

	AMOUNT (USD)
Cash Advance Request	250.00
Total	250.00

22 Check the total to make sure it is correct.

SPENT PAY ME ✓

250.00 USD 250.00 ✓

PDF Cancel Pre-Approval Submit

Test How to add Cash Advance

Report Owner Amy Bond

Expense Report ID QA0044521748

Business Purpose Cash Advance for Mileage

Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	250.00	0.00
Amount Due Employee	250.00	0.00

Expense Summary

	AMOUNT (USD)	APPROVED (USD)
Cash Advance Request	250.00	0.00
Total	250.00	0.00

Account Summary

	AMOUNT (USD)	APPROVED (USD)
904601	250.00	0.00
Controllers Office - Local Lewis-Clark State College	250.00	0.00
Total	250.00	0.00

11:02 AM 5/14/2025

23 Double check that the cost center is correct.

SPENT PAY ME ✓

250.00 USD 250.00 ✓

PDF Cancel

Expense Summary

	AMOUNT (USD)
Cash Advance Request	250.00
Total	250.00

Account Summary

	AMOUNT (USD)
904601	250.00
Controllers Office - Local Lewis-Clark State College	250.00
Total	250.00

Attachments (0)

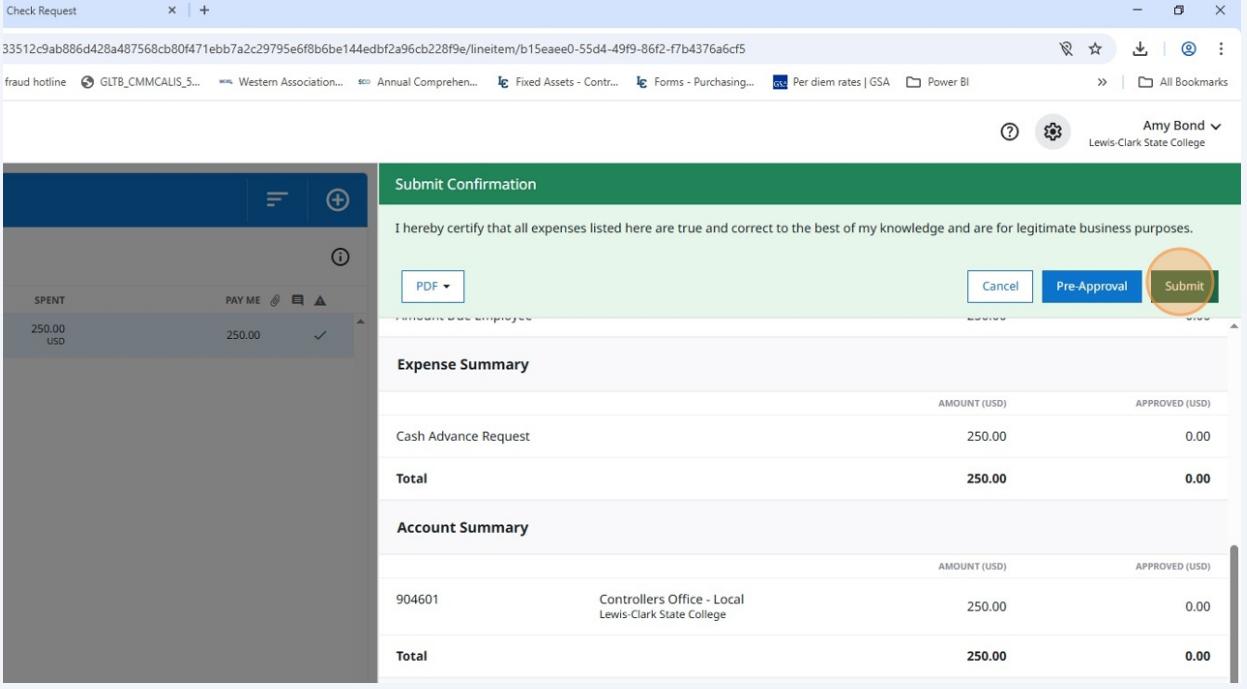
Total Pay Me Amount
250.00 USD

Submit

11:02 AM 5/14/2025

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.



The screenshot shows a web browser window with a blue header bar. The main content area is a 'Submit Confirmation' dialog. At the top, it says 'I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.' Below this is a 'Expense Summary' table:

	AMOUNT (USD)	APPROVED (USD)
Cash Advance Request	250.00	0.00
Total	250.00	0.00

Below the expense summary is an 'Account Summary' table:

	AMOUNT (USD)	APPROVED (USD)
904601 Controllers Office - Local Lewis-Clark State College	250.00	0.00
Total	250.00	0.00

At the bottom of the dialog are three buttons: 'Cancel', 'Pre-Approval', and 'Submit'. The 'Submit' button is highlighted with an orange circle.