**Cash Advance  (student field trips only)**

Traveler will need to prepare a TA. An ER will need to be prepared to process cash advance. Separate ER’s will need to be submitted for additional cash advance requests.

**Note:**
- Minimum cash advance $150.00
- Cannot charge to an Appropriated Department ID
- Allow 14 days processing time
- Department will be notified when check is ready for pick up. Check can be picked up at Payment & Disbursement, Admin 211.
- Cannot issue cash advance without a list of attendees (can be estimated attendee list).

**Before Travel:**
1. Create TA under group leader’s or club advisor’s name
   NOTE: Group leader will need to give Field Trip preparer entry authority in T&E Module (see delegating entry authority).
2. On the header page description field enter destination and cash advance (Twin Falls – cash advance) and on the header page comments enter the travel dates, number of attendees and requested pick-up date *(the check will be issued a few days before trip)*. Enter accounting defaults.
3. Enter number of travelers on the TA lines when asked for description. For the expense that requires a cash advance use the Prepaid Cash Advance expense type. Save and submit through the approval process.
4. Make note of TA number.
5. After TA is approved create expense report from a blank report. **Do not copy from the original TA.** On “Description” line enter the field trip destination – Cash advance, e.g. Twin Falls-cash advance. In the reference field enter the TA number, without the zeroes. (i.e., TA33). The business purpose would be field trip (student org or non-student org).
6. In the comment field list dates of travel, date of pick up, and the number of attendees.
7. Enter the Department ID accounting detail to match the detail entered on the TA.
8. The expense type should be what the cash advance is being used for (meals, registration, etc) “Payment Type” line select the payment type will be “paid by employee. **Note:** The date of the expense report is the date you are submitting request for cash advance (not the date of the travel).
9. Go into detail link. Make sure to complete the information with an (*) located to the left side of each line. Click on “Add Additional Attendees” link and enter your preliminary attendee names. The attendee list can be updated with actual attendees at a later date if needed. A list of attendees attached to the signed expense report can also be used.
10. Once approved, print the ER Sign the ER, attach attendee list and forward to Travel Services. **Note:** **Travel Services does not require the approver’s signature on the hard-copy form.**
11. Travel Services will audit and authorize for payment. The advance will be issued in the form of a check to be picked up at Payment & Disbursement.
After Travel:

1. Deposit any leftover cash from advance at Payments & Disbursement via the Deposit Transmittal Form. Process a separate Transmittal Form for each cash advance issued. Identify on the transmittal forms the name of employee the cash advance was issued to, date of travel, TA number, name of department, the Department ID # and account code that were originally charged for the cash advance. **Note: Do not use balance sheet account information for cash advance.**

2. Create an expense report only if further reimbursement is needed copying from a travel authorization. Select the TA that corresponds to the cash advance. Reference the cash advance ER #, update information, add or delete lines as needed. Save and submit through the approval process.

3. Once approved, print the ER, attach your receipts, cash signoff sheet(s), the deposit receipt from P&D along with a copy of the transmittal form (if applicable) and submit to Travel Services.
Cash Advance – No “After Travel” Reimbursement

Before Travel:

1. **NOTE:** Group leader will need to give Field Trip preparer entry authority in T&E Module.
2. Follow the instructions for entering a cash advance.
3. The expense type should be “Prepaid Cash Advance”. Enter number of travelers on the TA line when asked for description. Save and submit through the approval process. Make note of TA number.
4. After TA is approved create expense report from a blank report. **Do not copy from the original TA.** On “Description” line enter the field trip destination – Twin Falls-cash advance. In the reference field enter the TA number, without the zeroes. (i.e., TA33). The business purpose would be field trip (student org or non-student org). In the comment field, list dates of travel, date of pick up, and the number of attendees.
5. Enter the Department ID to match the detail entered on the TA.
6. The expense type should be what the cash advance is being used for (meals, registration, etc) “Payment Type” line select the payment type will be “paid by employee. If the cash advance is for the whole event, select one of the field trip expense types (field trip-meals, registration, etc). **Note:** The date of the expense report is the date you are submitting request for cash advance (not the date of the travel).
7. Go into detail link. Make sure to complete the information with an (*) located to the left side of each line. Click on “Add Additional Attendees” link and enter your preliminary attendee names. The attendee list can be updated with actual attendees at a later date if needed. A list of attendees attached to the signed expense report can also be used.
8. Sign the ER, attach attendee list and forward to Travel Services. Please note: Travel Services does not require the approver’s signature on the hard-copy form.
9. Travel Services will audit and authorize for payment. The advance will be issued in the form of a check to be picked up at Payments & Disbursement.

After Travel:

1. Deposit any leftover cash from advance at Payments & Disbursement via the Deposit Transmittal Form. Identify on the transmittal forms the name of employee the cash advance was issued to, date of travel, TA number, name of department, the Department ID # and account code that were originally charged for the cash advance. **Note: Do not use balance sheet account for cash advance.**
2. Send copy of TA (do not create ER) along with copy of deposit transmittal and cashier’s receipt from P&D, receipts and supporting documentation to verify use of cash advance funds to T&E Services, MS1248. Request TA to be closed.