How to Create a Cash Advance in PeopleSoft Travel & Expense (T&E) Module

Job Aid

The PeopleSoft Travel & Expense module can be accessed by using navigation tiles or through the travel and expense center.

**Accessing Travel & Expense Module Using Navigation Tiles**

**Option 1:**

1. At the PeopleSoft landing page, click on the **Employee Self-Service** drop-down menu
2. Scroll down and select **Travel & Expense**
3. Select the **Create Cash Advance** Tile
Option 2:
1. At the PeopleSoft landing page, click on the **Employee Self-Service** drop-down menu
2. Scroll down and select **Travel & Expense**
3. Click **Travel and Expense Center**
Option 3:

1. At the PeopleSoft landing page, click on the **Compass** image
2. Select the **Navigator** icon
3. Click on **Financials**
4. Scroll down and select **Travel and Expenses**
Option 4: Using the Travel and Expense Center

1. From Cash Advance folder, select Create/Modify
2. Click on Add a New Value
3. Enter Empl ID (or search by clicking on the magnifying glass)
4. Click Add

Advance to next page for instructions on Creating a Cash Advance Request
Creating a Cash Advance Request

1. Select **Business Purpose**
2. Enter **Advance Description**
3. Enter the approved **Travel Authorization** number as the Reference (for example, 0000001234). Leave blank if not travel-related.
4. Add **Attachments** (TAR, copy of budget for group travel, approved IRB, participant advance form)
5. Select **Payment** as the Source
6. Enter **Description**
7. Enter **Amount** of expense
8. Click on **Accounting Details** and the ChartFields lines auto-populate with employee salary funding information. **Be sure to change to the appropriate funding source.**
9. Click on plus (+) to **add lines** or minus (-) to **delete**. Add a line for each expense type.
10. Review and/or verify correct **Fund, Dept, Function, Cost.** The **Account** (general ledger account code) automatically populates to 11650 (Accts Recv. Employee Travel Advance)
11. Verify the **Total Advance Amount**
12. Click **Submit Cash Advance** for approval when complete
13. Click **OK** to submit or select **Cancel** to go back to the previous page
14. The Cash Advance has been submitted and a **Report number** has been issued

**Advance to next page for PeopleSoft screen examples.**
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Complete a Travel Advance Request (TAR) form if over $10k and obtain all required signatures</td>
</tr>
<tr>
<td>2</td>
<td>Check funding source in employee’s profile</td>
</tr>
<tr>
<td>3</td>
<td>Create/submit a cash advance request in PeopleSoft</td>
</tr>
<tr>
<td>4</td>
<td>For <strong>travel advances</strong>, submit electronic cash advance request to DTS no later than ten business days prior to trip departure date</td>
</tr>
<tr>
<td>5</td>
<td>Travel advances will be issued to the traveler at least four business days before travel departure date.</td>
</tr>
</tbody>
</table>