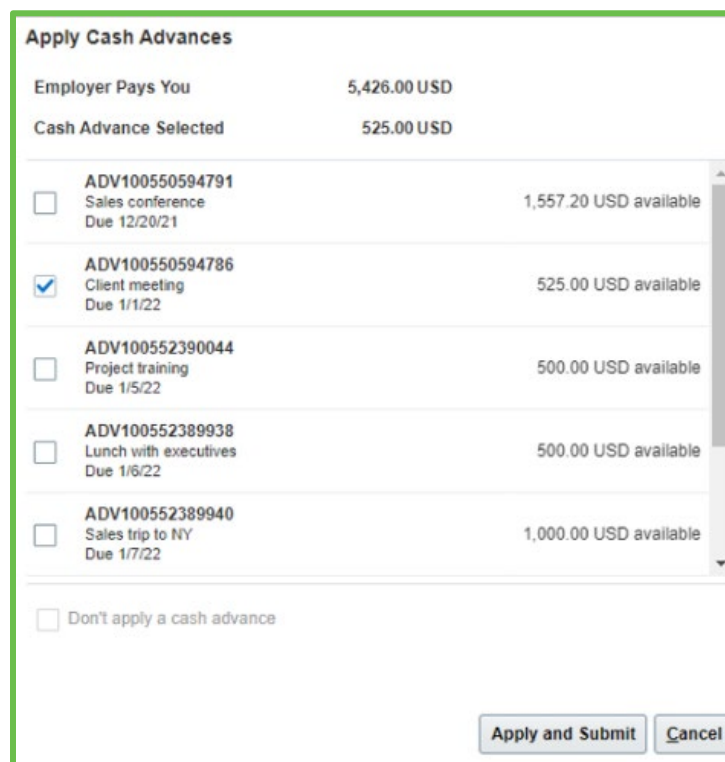


Employees can manually apply Cash Advances designated for a specific trip during the **Expense Report submission process**.



- If you have an active Cash Advance(s), the system will prompt you to apply it when you **Submit an Expense Report**.
- The system will display all active Cash Advances available.
- Select the checkbox for the Cash Advance related to the Expense Report.
- Select **Apply and Submit** to continue the submission of the Expense Report.



The screenshot shows a dialog box titled "Apply Cash Advances". At the top, it displays "Employer Pays You 5,426.00 USD" and "Cash Advance Selected 525.00 USD". Below this is a list of cash advances with checkboxes:

Advance ID	Description	Due Date	Available Amount
<input type="checkbox"/> ADV100550594791	Sales conference	Due 12/20/21	1,557.20 USD available
<input checked="" type="checkbox"/> ADV100550594786	Client meeting	Due 1/1/22	525.00 USD available
<input type="checkbox"/> ADV100552390044	Project training	Due 1/5/22	500.00 USD available
<input type="checkbox"/> ADV100552389938	Lunch with executives	Due 1/6/22	500.00 USD available
<input type="checkbox"/> ADV100552389940	Sales trip to NY	Due 1/7/22	1,000.00 USD available

At the bottom of the list is a checkbox labeled "Don't apply a cash advance". At the bottom right of the dialog are two buttons: "Apply and Submit" and "Cancel".

If the Expense Report is **unrelated** to a Cash Advance:

- Select the **“Don’t apply a cash advance”** checkbox at the bottom of the list.
- Add the reason for not applying it in the popup space provided.
- Click **OK** to continue with the submission of the Expense Report.



Available Cash Advance balances and statuses are updated automatically when **applied** and **submitted** against an expense report.

View the details on the **Cash Advances page** within the Expenses module.