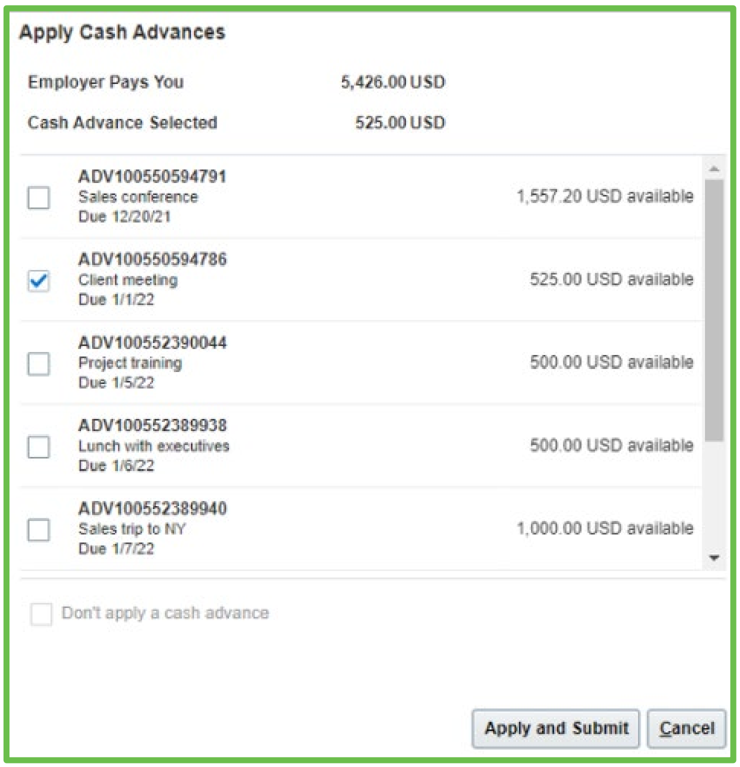
Applying a Cash Advance to an Expense Report

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.



If the Expense Report is <u>**unrelated**</u> 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.