

TO CLEAR A CASH ADVANCE ON THE EXPENSE REPORT:

- Create Cash Advance line on expense report by following these steps:
 - Click the + with the circle around it on the blue bar on the left side of the screen.
 - Choose “Cash Advance” from the middle section.
 - Your Cash Advance amount will show up on the right side. Put your cursor over that line, left click on your mouse and hold it down. While holding down the mouse button, drag the line to the left side of the screen at the top where it says, “Create New Line Item” (it will be highlighted blue) and then release the mouse button to move the Cash Advance amount to your expense report. Save.
- Create expense lines that will clear the Cash Advance by following these steps:
 - Click the + with the circle around it on the blue bar on the left side of the screen.
 - If the expense lines that will be used to clear the Cash Advance were imported from the Pre-Approval, click on the line and then change the amount to the correct amount spent. These lines will have an amount in the “Pay Me” column. Save.
 - If there are no expense lines imported from the Pre-Approval that will be used to clear the Cash Advance, click the + with the circle around it on the blue bar on the left side of the screen and then choose “Create New” and then the appropriate expense tile. These lines will have an amount in the “Pay Me” column. The allocation on these lines needs to be changed from TRVADV Cash Advance to the fund that was on the Pre-Approval. Save.
 - If you have unused money from the Cash Advance, you will take it to the Cashier’s Office in the Student Union and deposit it into Fund 1000 – Account 1444 and reference the Pre-Approval number on the deposit slip.
 - On the expense report, click “Create New” like above, then choose the Miscellaneous tile, then the Cash Advance return tile.
 - Enter the dollar amount that you returned and attach the receipt from the Cashier’s Office. Chrome River will populate the Allocation as TRVADV Cash Advance. Save.

Note: The “Pay Me” amounts plus the “Cash Advance Returned” amount must equal the amount of the Cash Advance. The “Total Pay Me Amount” at the bottom of the screen should be \$0.00.