


Creating a Cash Advance

To minimize the impact of business travel on employee personal finances, you can provide cash advances to pay for items such as meals, ground transportation, and gratuities.

Cash Advance Notes:

- Travelers can designate others to create Cash Advances on his or her behalf
- There must be a Travel Authorization submitted prior to creating a Cash Advance
- To have a Cash Advance created, the Organizational Data on the Employee's Profile must be changed to reflect the funding source for the original Travel Authorization
- There are no Accounting Defaults for Cash Advance
- If there are no Accounting Defaults present, the Cash Advance will not be approved. It will be deleted

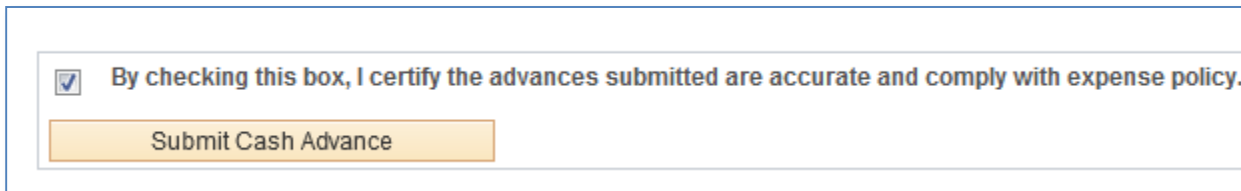
To complete these tasks, you must have the UF_EX_EMPLOYEE security role. To learn more about creating cash advances and other travel related topics, consider taking **PST930 Travel and Expense**.

1. Login to **myUFL**
 - Open an internet browser
 - Navigate to my.ufl.edu
 - Click the Access myUFL button
 - Enter your GatorLink username and password
 - Click the Login button
2. Navigate to: **NavBar > Main Menu > My Self Service > Travel and Expense > Cash Advance**
3. Click the **Create/Modify** link
4. Enter your UFID in the **Empl ID:** field or
 - Click the  button if you are creating the advance for someone else
 - Click the **Look Up** button.
 - Select the individual for whom you are creating a Cash Advance
 - If no employees are present on the list, check with your Departmental Security Administrator to ensure that you have been given proper security for the individuals in your area
5. Click the **Add** button.
6. Select the same **Business Purpose** that appears on the approved Travel Authorization.
7. Enter the same description that appears on the submitted Travel Authorization in the **Advance Description**.
8. In the **Reference** field you must enter the Travel Authorization number.
9. Click the **Source** list and select the **Electronic Funds Transfer** option.
10. In the **Description** field, enter the anticipated date of return.

11. Click in the **Amount** field and enter the amount expected as reimbursement for Personal Funds only.

- This amount cannot be any more than 100% of the Personal Funds noted on the Travel Authorization expenditures.

12. Select the checkbox that certifies all expenses submitted are accurate and comply with expense policy.



By checking this box, I certify the advances submitted are accurate and comply with expense policy.

Submit Cash Advance

13. Click the **Submit Cash Advance** button.

14. Click the **OK** button.

15. Note the Authorization ID number.

If you need help with...

- Technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu
- Policies and Directives, contact the Travel Office at 392-1241