


## 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

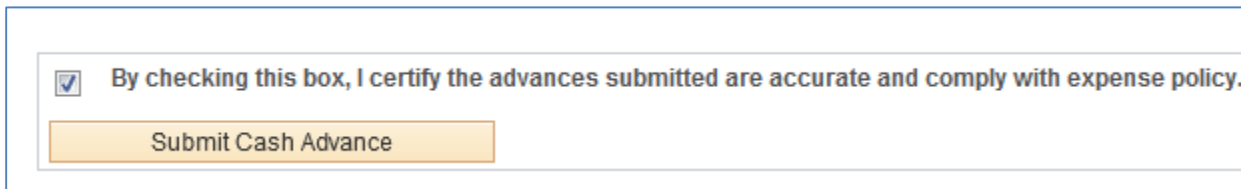
To complete these tasks, you must have the UF\_EX\_EMPLOYEE security role. To learn more about creating cash advances and other travel related topics, consider taking **PST930 Travel and Expense**.

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 392-1245