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 their 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.
- If the Organizational Data on the Employee's Profile does not match the TA chartfield, the Cash Advance will not be approved and will be sent back for correction.

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 the traveler’s Empl ID in the Empl ID:

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. 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.

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

14. Click the **Submit Cash Advance** 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