

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**.
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. Use the **Attachment** selection and attach the signed Cash Advance Request.

10. Click the **Source** list and select the **Electronic Funds Transfer** option.
11. In the **Description** field, enter the date of return from the end date on the TA.
12. Click in the **Amount** field and enter the amount expected as reimbursement for Personal Funds only.

Note: 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.



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

Submit Cash Advance

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

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