# REQUEST A CASH ADVANCE

Cash Advances may be provided to University Travelers to cover costs while on official UF business when it is not practical to use a University PCard, Voucher, or Air Card to pay for travel related expenses.

For example, a Cash Advance may be provided:
- For an extended out-of-area stay or field site assignment
- When travel requires stay in a remote location where banking/automatic teller (ATM) machines are not readily available
- The University traveler may need to cover expenses for group travel

Cash Advances can be requested by employees or students who are authorized to travel on official UF business. Cash Advances cannot be issued to reimburse expenses paid in advance of a trip (ex. employee chose to use personal credit card form of payment and would like to be reimbursed prior to trip completion).

_____

## NAVIGATION

Access UF GO via **ONE.UF**, **myUFL**, or the **SAP Concur mobile app**

- **ONE.UF**: Log in to https://one.ufl.edu > Select **UF GO** under the Faculty/Staff section
- **myUFL**: my.ufl.edu > My Self Service > **UF GO Travel and PCard**

## LOGGING IN

1. Enter gatorlink@ufl.edu and click **Next**
2. Click **Sign in with University of Florida SSO**
3. Enter **UF gatorlink** and **password**

**Note**: If you are already signed-in to myUFL or other UF system, this step will automatically skip.

## CREATE A CASH ADVANCE

**Tip!** If you are assisting a traveler with a request, you must first act on their behalf in UF GO. Refer to the **Act as a Delegate User** guide.

1. Complete one of the following two guides:
   - **Create and Submit a Domestic Travel Request**
   - **Create and Submit an International Travel Request**

2. Click **Request Details**
3. Click **Add Cash Advance** from the dropdown menu
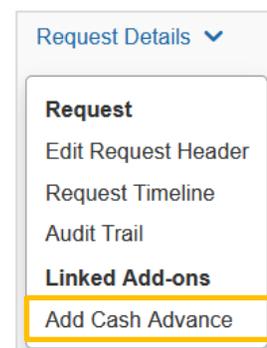
4. Enter dollar amount in the **Cash Advance Amount** field
5. Add the justification in the **Cash Advance Justification** comment field
6. Click **Save**

**Note**: If a cash advance is requested on 201 or 209 funds, add the **Purpose – Cash Advance** expense type.

Cash Advance Timeline    Manage Attachments

Details    Expenses

| Cash Advance Amount * | Currency * | Business Travel Start Date |
|---|---|---|
| 200.00 | US, Dollar ▾ | 03/13/2023 |

Business Travel End Date
03/16/2023

Cash Advance Justification * ❓

## SUBMIT REQUEST

Once the Travel Request with a cash advance is complete, it can be submitted for approval.

- Click **Submit Request**
  - If a traveler clicks the button, the request enters the approval workflow
  - If a delegate clicks the button, the traveler is notified a request is ready for submission
- Click **Accept & Continue** on the **Domestic Travel Agreement/International Attestation** pop-up

Administration ▾ | Help ▾
Profile ▾ 👤

Copy Request    **Submit Request**

### ALERTS

| | |
|---|---|
| 🛑 | **Red alert:** Requires action, it **i**ndicates an item needs to be resolved before request can be submitted. Click on the alert to learn what needs to be fixed. |
| ⚠️ | **Yellow alert**: Informational, indicates the request has an exception or provides additional information. It is a good idea to review but will not prevent submission of the request. |

## FOR ADDITIONAL ASSISTANCE

| Technical Issues | Travel Policies and Directives | PCard Policies & Questions |
|---|---|---|
| The UF Computing Help Desk | Travel Office | PCard Team |
| 352-392-HELP | 352-392-1241 | 352-392-1331 |
| helpdesk.ufl.edu | travel@ufl.edu | pcard@ufl.edu |