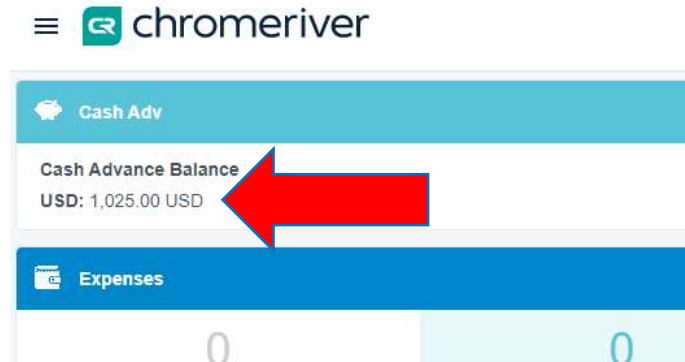


Chrome River Cash Advances

Overview

Approved cash advances will appear in Chrome River as below:

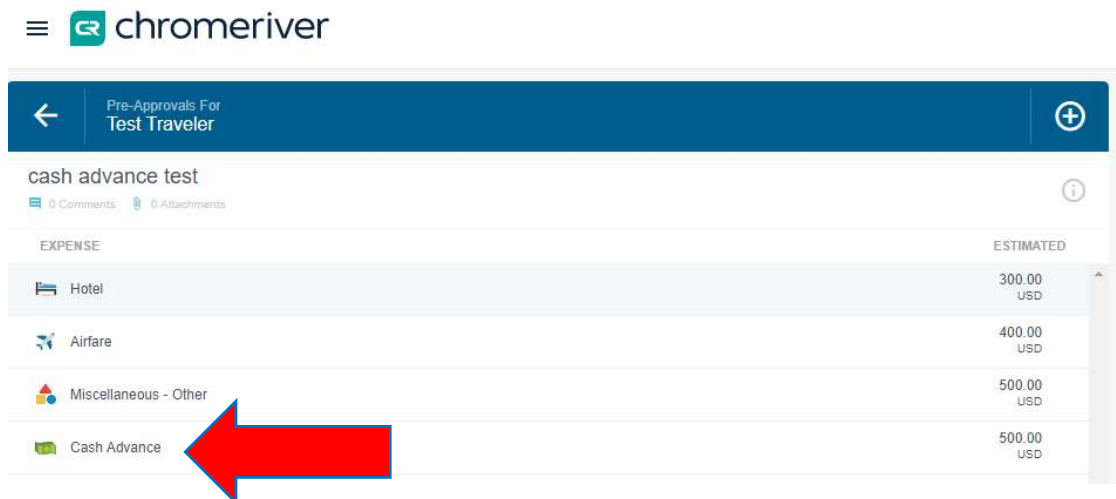


Cash Advance Balances are reduced by expense reports or the return of unused funds to the Travel Department.



Any approved expense report (not with a status of submitted or draft), even if an expense report is not tied to the trip the advance was requested for, will reduce the balance of the advance. Once the **Cash Advance Balance** reaches zero, the traveler will receive a reimbursement. Any expense report amounts in excess of the **Cash Advance Balance** are paid to the traveler (EX: balance of \$500, expense report of \$600 – traveler will receive \$100)

Procedure

1. A Pre-Approval is submitted in Chrome River with the cash advance expense type, and all other estimated expenses (including those requested in the cash advance).
 - o The signed Request & Justification for Cash Advance form must be attached to this request.
 - o The requested amount must be the best possible estimate of expenses.



2. Once the Pre-Approval is fully approved, an expense report needs to be submitted with only the cash advance expense type.
 - o The signed Request & Justification for Cash Advance form must be attached to this request.

Expenses For Test Traveler			
DATE	EXPENSE	SPENT	PAY ME
Fri 03/10/2023	 Cash Advance	500.00 USD	500.00 

- The traveler will receive the advance amount no more than ten days before the trip begin date, as identified in Chrome River. When the payment is made to the traveler, the **Cash Advance Balance** is populated:

 **Cash Adv**

Cash Advance Balance

USD: 1,025.00 USD

- Unused cash advance funds should be returned within 30 days of the trip end date if the **Cash Advance Balance** has an open balance. Once the funds are received, the Travel Department will submit an entry in Chrome River to reduce the cash advance balance of the traveler by the amount of the returned funds. If the balance shows zero, no money needs to be returned.
- To see which expense reports have reduced the balance, click **Cash Advance Balance**.

 **Cash Adv**

Cash Advance Balance

USD: 1,025.00 USD

- In the case below, an expense report has been applied against the original amount of \$500:

Drag a column header and drop it here to group by that column						
Report ID	Transaction Date	Name	Amount	Balance	Currency	Location
010026629968	07/31/2018	5/1/18 - 5/3/18 Las Vegas	-62.25	500.00	USD	
	07/30/2018		500.00	500.00	USD	