[Submitting a Cash Advance]

This guide is designed for those individuals responsible for submitting travel transactions for themselves (must have the role UF_EX_Traveler). This is a brief explanation of the process of completing and submitting a Cash Advance. It is recommended that all “Travelers” attend the “Get Up and Go: Travel and Expense” training class. Please note no employee is permitted to submit a Cash Advance request on behalf of another person. For the most current travel policy information, please see the Travel section of the Finance and Administration web site at fa.ufl.edu.

- Log on to myUFL, using your GatorLink username and password ([http://my.ufl.edu](http://my.ufl.edu))

**Notes**
- Cash Advance
  - Can only be requested by the Traveler
  - Can only be requested if a Travel Authorization has been submitted and approved
  - Cash Advance can only be requested for items that list Personal Funds as the Method of Payment on the approved Travel Authorization

**Requesting a Cash Advance**

**Getting started**
- Navigation: My Self-Service > Travel and Expenses > from the Travel and Expense Home, select Cash Advance
- You can
  - View the status of a Cash Advance
  - Click Create/Update to request a cash advance
    - Find an Existing Value
      - Only if a Cash Advance is already in the system that has not been submitted for approval
      - Will rarely be used
- Add a New Value
  - EmpID
    - Populates based on the Traveler
    - Remember only the Traveler can request a Cash Advance
  - Search for Travel Authorization ID number
    - Blank search retrieves all approved Travel Authorizations for this Traveler
    - If you don’t know the Travel Authorization ID number, you can find it at Travel Authorization>View
  - Select Travel Authorization by clicking Travel Authorization ID number from the column on the left
    - Add a Cash Advance for that Travel Authorization
      - The General Information from the Travel Authorization is populated

**Complete**
- Source
  - System Check or EFT (Electronic Funds Transfer)
- Description
  - Expected date of return
    - Settlement of Cash Advance must be made within 10 workdays of date of return
    - Email notification will be sent to the Traveler after 10 days
- Amount
  - The total amount of the Travel Authorization is imported
  - Modify the amount to reflect the amount requested for this Cash Advance
  - You may request up to 100% of the Personal Funds expenditures
- Ignore Import ATM Advances
  - This functionality is not used by UF
- Save For Later
If you are not sure you need the advance
- Return to Transaction Start
- To begin again
- Submit for Approval
  - Once Submitted, Cash Advance Total will update based on amount you have entered
  - Wage Garnishment Authorization
    - If a Cash Advance is not settled within 30 workdays of the date of return, a traveler authorizes UF to recover funds through payroll deduction
    - Resorting to payroll deduction disqualifies a traveler from any future Cash Advance
  - Click ok to submit the Cash Advance

**Once approved, funds are disbursed the next day**

If you need help with...
- Technical problems, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu
- Travel Policies and Procedures, review the Travel Handbook at http://www.fa.ufl.edu or contact the Travel Office at 392-1245