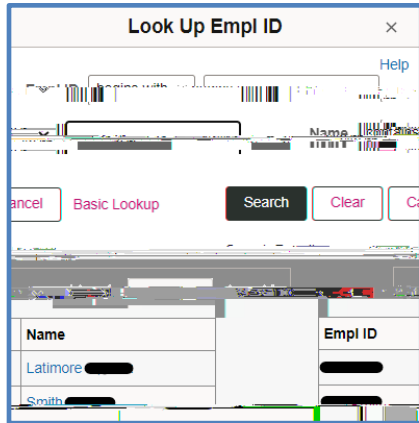


Entering Cash Advances as a Delegate

This job aid is designed to provide instructions on how to enter Cash Advance as a delegate using 6()5(A)8(d)4



4. Click **Add**.

5. Enter the following information on the Cash Advance header:

- a. *Business Purpose
- b. *Advance Description

6. Next, enter the following information on the Cash Advance line:

- a.*Source
- b.*Amount

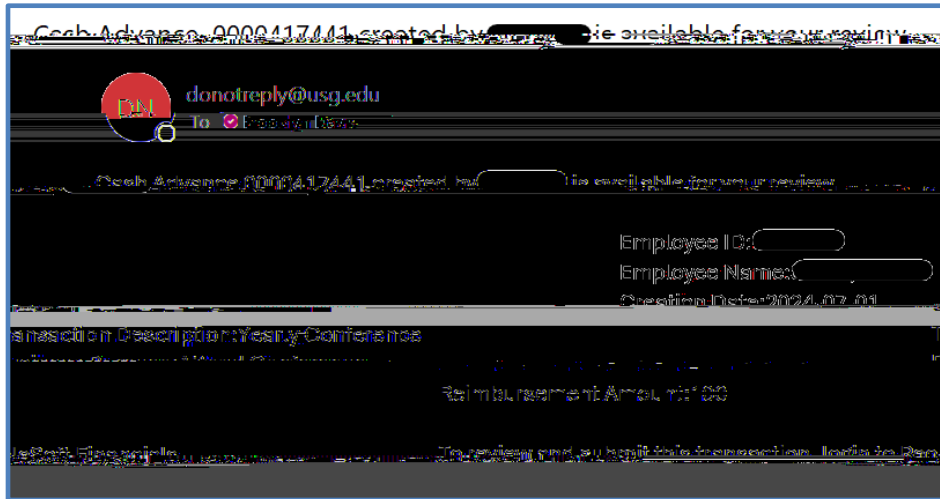
Example:



7. Add any other cash advance lines needed by selecting the + Add button.



13. The Traveler will receive the following email notification.



14. The traveler will then log in and review and submit the Cash Advance themselves.

Classic Navigation

1. Navigate to **Employee-Self Service > Travel and Expenses > Cash Advances > Create/Modify**

2. Select the magnifying glass next to the Empl ID field.

3. In the Employee Search box that appears choose an employee to create a Cash Advance on behalf of.

Note: Only employees in which you are an authorized delegate will appear.

4. Click **Add**.

10. A message will appear verifying you would like to submit the Cash Advance for the traveler to review.

11. Click **Yes** to send an email notification to the traveler.

12. The Following message will appear in the top left corner of the page.

13. The Traveler will also rec0.00000912012 0 612T95(t)5(h)11(e)11()5(t)5(o)1f1(f)5()517(o)11(w)4(i)17(n)11(