Working with Cash Advances in MyExpense

This job aid contains the steps necessary to:

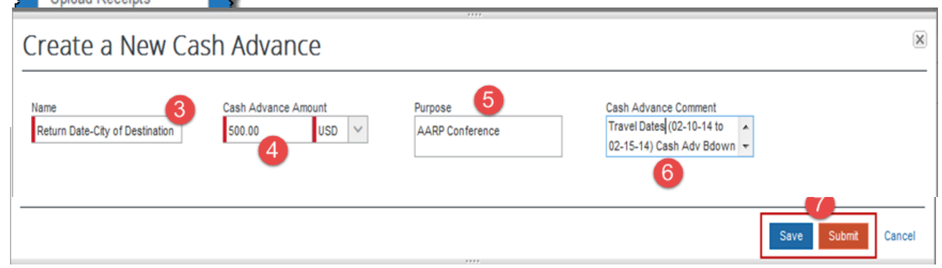
- Request a Cash Advance in **MyExpense**
- Check the status of a Cash Advance
- Assign a Cash Advance to an Expense Report after travel
- Return Cash Advance balances (the unused portion of a Cash Advance)

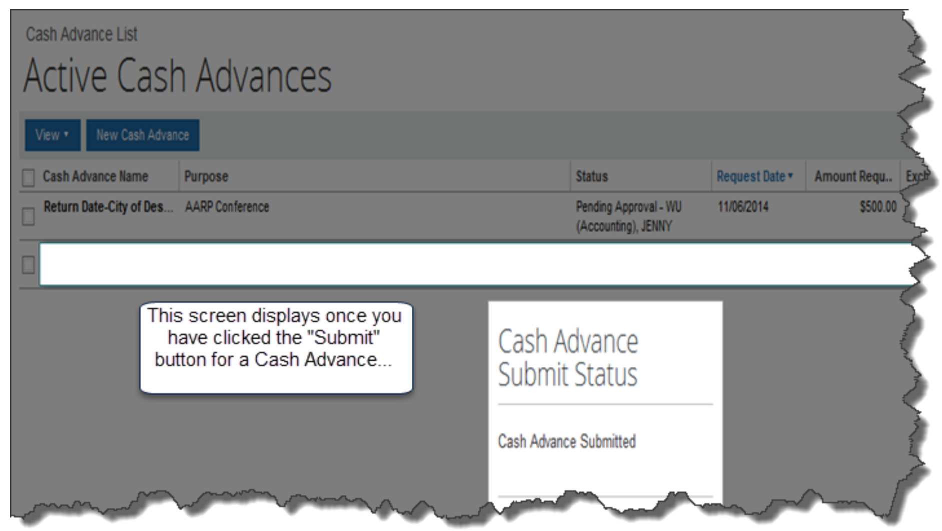
Logging in & Creating a New Cash Advance

Login to MyAccess (not shown). Scroll down to locate and select **MyExpense** from the applications menu. If you have set MyAccess to display "Favorites," you may need to change to "All Apps" or search for **MyExpense**.

The **MyExpense** home page will display in a new tab.

1. Click the **+ New** icon on the **MyExpense** homepage
2. Click the **New Cash Advance** list item
3. Enter the "Return Date – City of Destination" in the **Name** field (e.g. 10/31/2017 – San Diego)
4. Enter the requested **Cash Advance Amount**
5. Enter the **Purpose** of your cash advance
6. Enter the dates of travel and breakdown of anticipated expenses in the **Cash Advance Comment** field (e.g. Travel Dates 2-10-17 to 2-15-17, Airfare $379, Meals $75, Lodging $450)
7. Click **Save** if you intend to submit this request later, or click the **Submit** button to submit the request





***Note**: Cash Advances are issued **within the 30 days** prior to incurring the anticipated expense. Cash advances must comply with IRS regulations and meet the University's Cash Management objectives.

***Remember**: Cash Advances can only be approved by your default Cash Advance Approver. If you need someone other than your default approver to approve a specific cash advance request, change your default Cash Advance Approver in your MyExpense Profile before you submit the cash advance request. See **Setting up Your Profile in MyExpense** for details.

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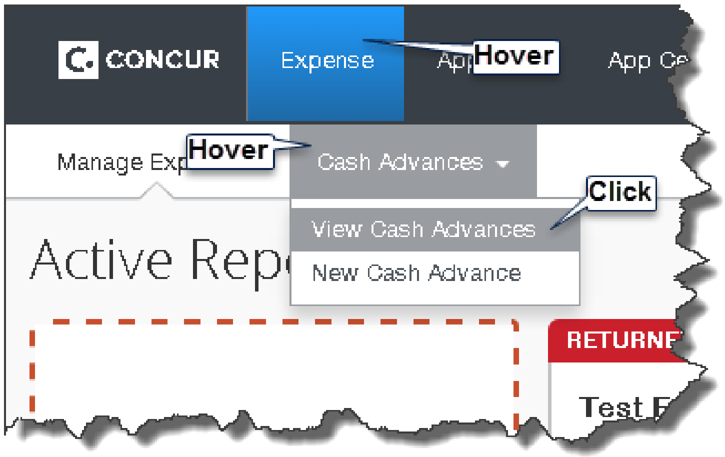
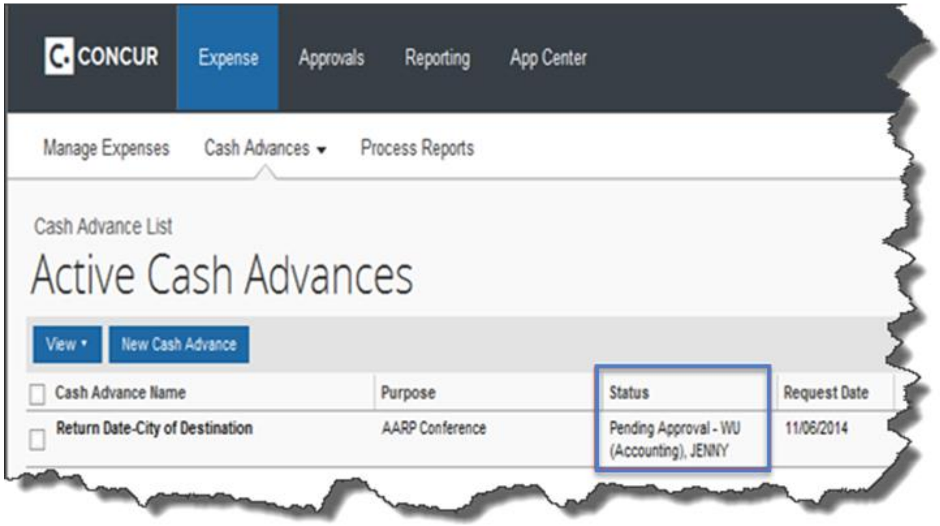
Checking the Status of a Cash Advance

To review the status of a Cash Advance, hover over **Expense** on the **MyExpense** homepage, then hover over **Cash Advances**, and click on **View Cash Advances**:



Cash Advances **Pending Approval** display the Approver's name in **Status**

Once your request is Approved and Issued, you will normally receive the cash advance payment within four business days.



***Note**: When you return from your trip, you will assign the cash advance issued to you to your Expense Report to offset costs (see next section in this job aid). If you spent less than the amount of the cash advance, you will need to return the remaining cash advance balance. (See **Returning Cash Advance Balances** at the end of this job aid for instructions).

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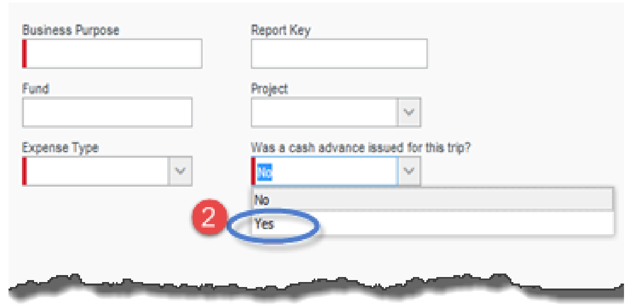
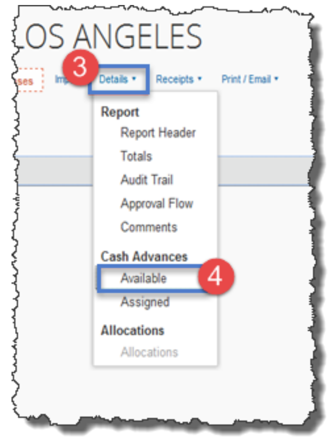
Assign a Cash Advance to a New Expense Report after Travel

1. Start a new Expense Report (not shown) to which you will apply the approved Cash Advance. If you need help, see the **MyExpense** job aid [Creating an Expense Report](#).
2. Be sure to answer **Yes** to the question **Was a cash advance issued for this trip?**

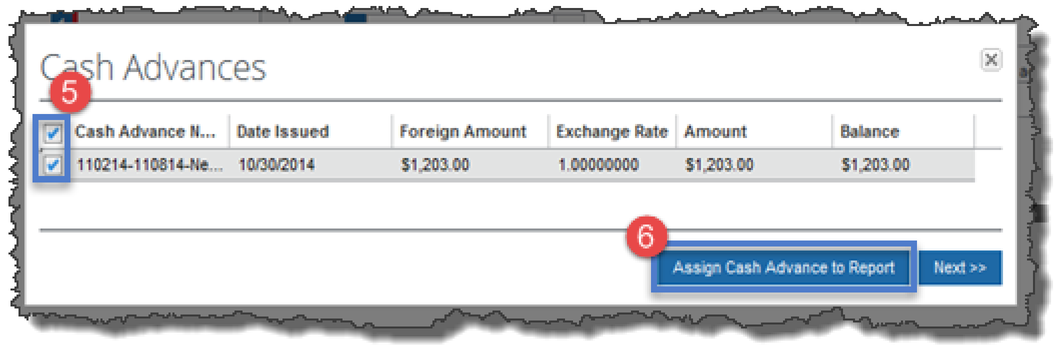


3. On the Expense Report screen, click the **Details** drop-down menu
4. Select the **Available** link under **Cash Advances** from the menu



5. The available **Cash Advances** display; use the checkboxes to select the Cash Advance you'd like to apply to this Expense Report
6. Once selected, click the **Assign Cash Advance to Report** button

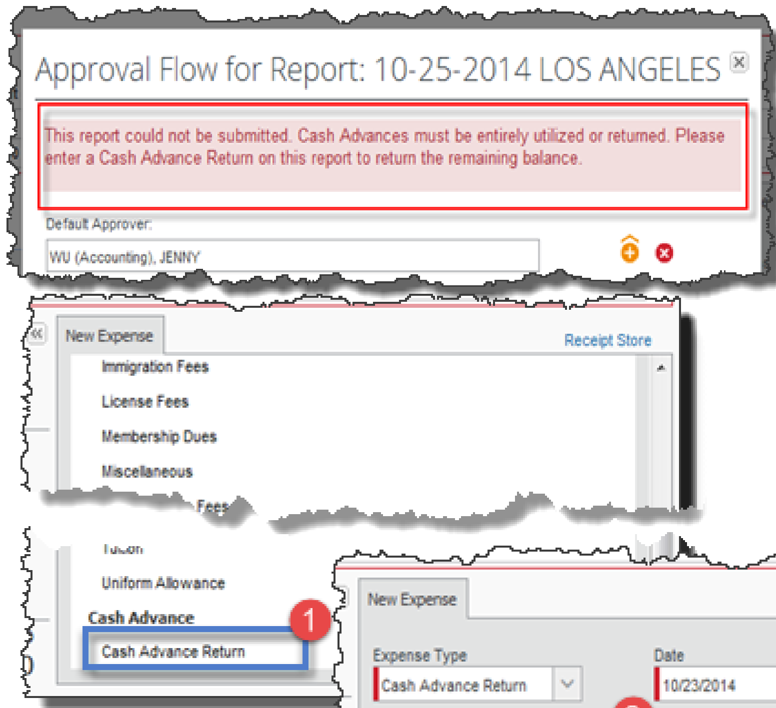
   Complete your Expense Report by entering your expenses and attaching receipts as outlined in the [Creating an Expense Report](#) and [Adding Receipts](#) job aids. Set up approval flow as you normally would for any other Expense Report, and then submit the report by following the [Submitting an Expense Report](#) job aid.



Working with Cash Advances in MyExpense

Returning Cash Advance Balances

If your cash advance amount exceeds the expenses you incurred, you will receive a **MyExpense** system message requiring you to add a **Cash Advance Return** for the remaining balance.



1. To return the remaining cash advance balance, enter an expense line on the report using the **Cash Advance Return** expense type
2. Enter the **Amount** (balance) to be returned
3. Click the **Save** button
4. Click the **Submit Report** button (not shown)
5. Complete the Final Review and Certification by clicking the **Accept and Submit** button (not shown)
6. Print a copy of the Expense Report and send it with your check made payable to **UC Regents** to:

Interoffice Mail:
Attn: Travel Unit
UCSF Supply Chain Management
 - Box 0812

US Mail:
Attn: Travel Unit
UCSF Supply Chain Management
1855 Folsom St. Suite 304
Box 0812
San Francisco, CA 94143