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).
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.
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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

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