1. On the Expense Report Page, click on the **Details** tab and under the Cash Advances heading on the menu, select **Unassigned.** *(Note: this menu option will only be visible if you have an outstanding Cash Advance in the system.)*

2. Click on the box(es) next to the Cash Advances appropriate for the Expense Report. Multiple Cash Advances can be applied.

3. Click **Assign Cash Advance to Report.**

4. Proceed with completing all expenses related to the Expense Report.