



Travel Management System (TMS)

JOB AID # 3.02

Date: 10/19/2012

Job Aid Description: Cash Advance Attach to Expense Report

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.