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

![Details, Receipts, Print/Email options]

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments
- Cash Advances
  - Available
  - Assigned

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.

  **Note:** The Cash Advance does not appear in expenses at this point. To view, click Print/Email tab and select *SOG Detailed Report to display, print or email the net amount of the Expense Report.*

        Proceed with entering all other expenses related to your Expense Report. See Job Aid 5.03.

4. On the New Expense tab, select Cash Advance Return from the expense list.

#### All Expense Types

- Cash Advance
- Communications
- Cellular Phone
- Internet/Data Charges
- Local Phone
- Long Distance
- Other Communication
- Lodging
  - Hotel
- Transportation
  - Other
  - Transportation (Round Trip)
  - Transportation (One Way)
- Other Meals
  - Food
  - Lodging
  - Meals
  - Meals (with Attendee)
- Miscellaneous
  - Office Supplies
  - Postage
  - Registration
  - Shipping

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3.03 Cash Advance Return Unused Portion
5. Enter the **Transaction Date** and the **Amount** of the Cash Advance that was not used.

**Note:** The Cash Advance return appears in the expenses list of the report. To view, click **Print/Email** tab and select **SOG Detailed Report** to display, print or email the net amount due the State. Print this report to submit with your check to return the funds to the state.

**Policy Note:** Any unused portion of a **Cash Advance** must be returned to the University, via check, no later than 45 calendar days after the completion of the trip or event.

*Cash Advances open 180 days after the trip, will be deducted from the employees pay.*

*Outstanding Expense Advances must be reconciled before a new one will be issued, except when another trip begins within five working days of the previous trip or when multiple Cash Advances are issued for the same trip.*

*Employees requiring a payroll deduction to satisfy un-reconciled Cash Advances due to the State will not be eligible for Cash Advances in the future.*

**Remember to attach your Cash Advance receipt (received from Bursar) to the report prior to submitting.**