



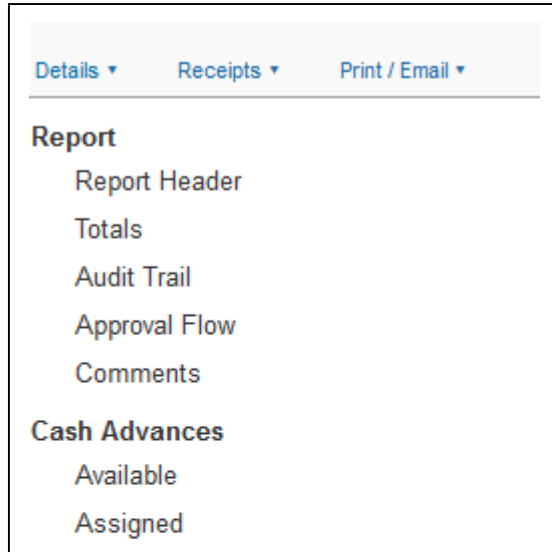
Travel Management System (TMS)

JOB AID # 3.03

Date: 1/31/2015

Job Aid Description: Cash Advance Return Unused Portion

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.)*

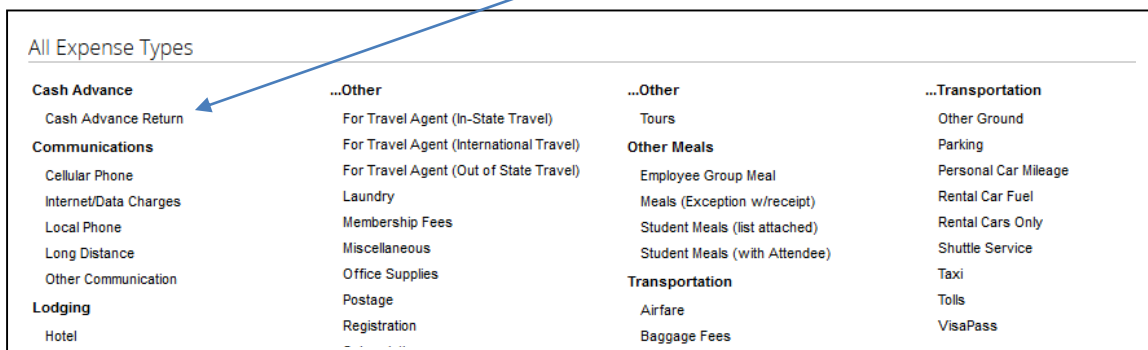


2. Click on the box(es) next to the Cash Advances appropriate for the Expense Report. Multiple Cash Advances can be applied.
3. Click **Assign Cash Advance to Report**.

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.

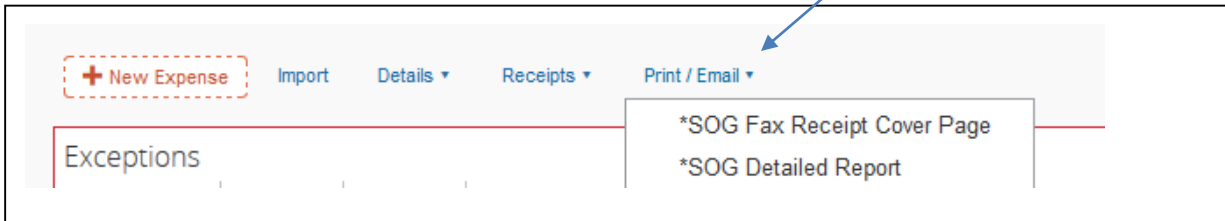
Proceed with entering all other expenses related to your Expense Report. See Job Aid 5.03.

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



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.