
Creating a Cash Advance

To minimize the impact of business travel on employee personal finances, you can provide cash advances to pay for items such as meals, ground transportation, and gratuities.

Cash Advance Notes:

- Travelers can designate others to create Cash Advances on his or her behalf
- There must be a Travel Authorization submitted prior to creating a Cash Advance
- To have a Cash Advance created, the Organizational Data on the Employee's Profile must be changed to reflect the funding source for the original Travel Authorization
- There are no Accounting Defaults for Cash Advance
- If there are no Accounting Defaults present, the Cash Advance will not be approved. It will be deleted

To complete these tasks, you must have the UF_EX_EMPLOYEE security role. To learn more about creating cash advances and other travel related topics, consider taking **PST930 Travel and Expense**.

1. Login to **myUFL**
 - Open an internet browser
 - Navigate to my.ufl.edu
 - Click the Access myUFL button
 - Enter your GatorLink username and password
 - Click the Login button
2. Navigate to: **Main Menu > My Self Service > Employee T&E Center > Cash Advance**
3. Click the **Create** link.
 - To create a Cash Advance for yourself, skip to step 9
 - To create a Cash Advance on behalf of someone else, complete steps 6-8
4. Click the **Look up Empl ID** button.
5. Click the **Look Up** button.
6. Select the individual for whom you are creating a Cash Advance.
 - If no employees are present on the list, check with your Departmental Security Administrator to ensure that you have been given proper security for the individuals in your area
7. Click the **Add** button.
8. Enter the same **Description** that appears on the submitted Travel Authorization.
9. Select the same **Business Purpose** that appears on the approved Travel Authorization.
10. Select **Conference or Convention** from the list.
11. The **Comment** field is for departmental use. Enter information to support your departmental business process.
12. In the **Reference** field you must enter the Travel Authorization number.

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13. Click the **Source** list and select the **Electronic Funds Transfer** option.
 14. In the **Description** field, enter the anticipated date of return.
 15. Click in the **Amount** field and enter the amount expected as reimbursement for Personal Funds only. This amount cannot be any more than 100% of the Personal Funds noted on the Travel Authorization expenditures.
 16. Click the **Submit** button.
 17. Click the **OK** button.
 18. Note the Authorization ID number.

If you need help with...

- Technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu
- Policies and Directives, contact the Travel Office at 392-1245