Travel Cash Advance Process

Applying for Cash Advance and Approval

- 1. Identify and document the reason for the cash payment requirement (i.e. hotels, ground transportation, local groceries, etc). When possible, include the names of the recipients.
- Consult with your budget owner/ financial approver. Ensure that they are aware of the reason for the cash advance and that an electronic request will be generated through PeopleSoft. The person that will apply for and disburse the cash payment is required to be an ongoing full time employee.
- 3. Complete the online-Cash Advance Report. An Advance ID will be generated once the request is submitted. This will be used later to apply the advance to the travel expense claim.

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Create Cash Advance			🗑 Save for Later 🏠 Home		
Chad Alexander					
*Business Purpose	Research Activities 🗸	Reference	Q.		
*Advance Description	Field Research Fort McMurray				
Travel Start Date	12/04/2023				
Travel End Date	12/20/2023				
Cash Advance ⑦ Print	/iew Printable Version	Q Notes	Attachments Print Detailed Report		
			I tof1 · M		
*Source Electronic Funds Transfer ↓	Description Cash Adv for Field Research	*Amount Currency 5,000.00 CAD			
Accounting Details					
▼ Totals Advance	e Amount 5,000.00 CAD				
Submit Cash Advance					

- 4. The Budget Owner will be required to approve the advance electronically (online).
- 5. The cash advance will be deposited to the claimant's bank account each Friday morning. The advance must be requested and approved by 4 pm on the previous Tuesday to have the payment occur the same week. If the online cash advance is approved after 4 pm the payment will not be received until the following Friday. When time is limited, and/or the cash advance amount is < \$1000 CAD, the use of petty cash may be appropriate for low dollar amounts.

The Cash Payment Requester will receive and manage the funds through the following process

- 1. Withdraw the cash from the bank account as required throughout your travels
- 2. Ensure to keep all receipts; they will be required as supporting information when you submit your travel expense claim.

Reconciliation of the Cash Payment

- 1. "Create Expense Report" in the Travel and Expense module within PeopleSoft
- 2. Select Expenses (Travel)

Create Expen	Create Expense Report						
Select a Tem	elect a Template						
			Report ID NEXT				
	Template	Description	Template Type				
Select	CCARD	Credit Card Statement	Public Template				
Select	EXPENSES	Non-Travel Expenses	Public Template				
Select	TRAVEL	Travel Expenses	Public Template				
Copy from Existing	Expense Report						

3. Select all expense types related to your travel claim then click OK.

		Self-
Template	TRAVEL Description Travel Expenses	
Expense Date	1/28/2023	
Add Expense Ty	pes:	
Select	Expense Type	
⊠ *	Accommodations	
•	Airfare	
⊠ ″	Allowance - CA/US \$70/day	
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0	F and O use only	
•	Gas Purchases-Receipted	
8	GroundTrans	
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0	Miscellaneous	
0	Parking/Visitor Permits	
0	Registrations	
0	Telephone/Internet	
0	Vehicle Rental	
ок	Cancel	

4. Add your speed code first (Accounting Defaults)!

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- 5. Ensure to title the expense claim with city and date (e.g. Calgary June 12 2022)
- 6. Electronically attach all receipts related to the travel event

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- 7. Apply Cash Advance (above)
 - A. Enter all expense amounts and details in each expense line
 - B. Select 'Apply Cash Advance'

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Create Expense F	Report					
Apply Cash Adv	ance(s)					
			Report ID	NEXT		
Cash Advance Inform	nation					
*Advance ID	Advance Amount	Balance	Exchange Rate	2 Total	Applied	
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Add Cash A	dvance	Update Totals]	3		
	Total Advance Applied	0.00 CAD				
	Totals (3 Lines)	723.12 CAD				
	Total Due Employee	723.12 CAD				
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	4					

- C. Enter cash advance ID.
- D. If the full amount of the cash advance is expensed then enter the full advance amount. If the expenses are less than the full cash advance, enter the amount equal to the Total Employee Expenses. The difference between the Total Advance Applied and Total Employee Expenses should equal zero. Press Update Totals to confirm. See Unused Cash Payment on the next page.
- E. OK.

Budget Owner Approval

1. The Budget Owner will receive a request for approval. They will need to review the supporting documentation to determine if the cash advance and expense report balance out. The expense report should be \$0.00 (see Unused Cash Payment below).

Unused Cash Payment

- If the full amount of the advance was not used the Cash Advance Requester will be required to submit a cheque in the amount of the outstanding cash advance. Example; \$5000 (cash advance) - \$3500 (Travel Expenses) = \$1500. The cheque is to be made payable to the University of Alberta and be submitted to their department for deposit; use Cash Advance account 100701.
- 2. Contact PCM Travel by email (<u>smstrvl@ualberta.ca</u>) provide claimant's name, cash advance report ID, scanned copy of the cashier receipt and deposit slip.
- 3. Travel Management will manually reconcile the cash advance upon receipt of the required paperwork.

Retention of Paperwork

1. The original paperwork including the printed cash advance report (from PeopleSoft), and receipts must be retained in the department for 6 plus the current year.