

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.
2. 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.

The screenshot shows the 'Create Cash Advance' form in PeopleSoft. The form is titled 'Create Cash Advance' and shows the following fields and values:

- Business Purpose:** Research Activities
- Advance Description:** Field Research Fort McMurray
- Travel Start Date:** 12/04/2023
- Travel End Date:** 12/20/2023
- Amount:** 5,000.00
- Currency:** CAD

The form also includes a 'Submit Cash Advance' button at the bottom.

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 Expense Report

Select 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 11/28/2023

Add Expense Types:

Select	Expense Type
<input checked="" type="checkbox"/>	Accommodations
<input type="checkbox"/>	Airfare
<input checked="" type="checkbox"/>	Allowance - CA/US \$70/day
<input type="checkbox"/>	Allowance Int. \$95/Day
<input type="checkbox"/>	F and O use only
<input type="checkbox"/>	Gas Purchases-Receipted
<input checked="" type="checkbox"/>	GroundTrans
<input type="checkbox"/>	Hospitality/Meeting/WS
<input type="checkbox"/>	Km Allowance \$0.50/Km
<input type="checkbox"/>	Km AllowanceSupp\$0.04/Km
<input type="checkbox"/>	Miscellaneous
<input type="checkbox"/>	Parking/Visitor Permits
<input type="checkbox"/>	Registrations
<input type="checkbox"/>	Telephone/Internet
<input type="checkbox"/>	Vehicle Rental

OK Cancel

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

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

7. Apply Cash Advance (above)

A. Enter all expense amounts and details in each expense line

B. Select 'Apply Cash Advance'

Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
	0.000	0.00		0.00 CAD

Total Advance Applied	0.00 CAD
Totals (3 Lines)	723.12 CAD
Total Due Employee	723.12 CAD

- 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

1. 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 (smstrvl@ualberta.ca) 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.