Adding in Cash Advances to a Travel Request

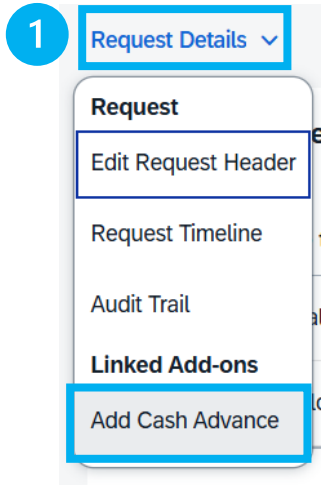
A cash advance is a last-resort option that provides funds before a trip to help cover eligible travel expenses when other payment options are not available

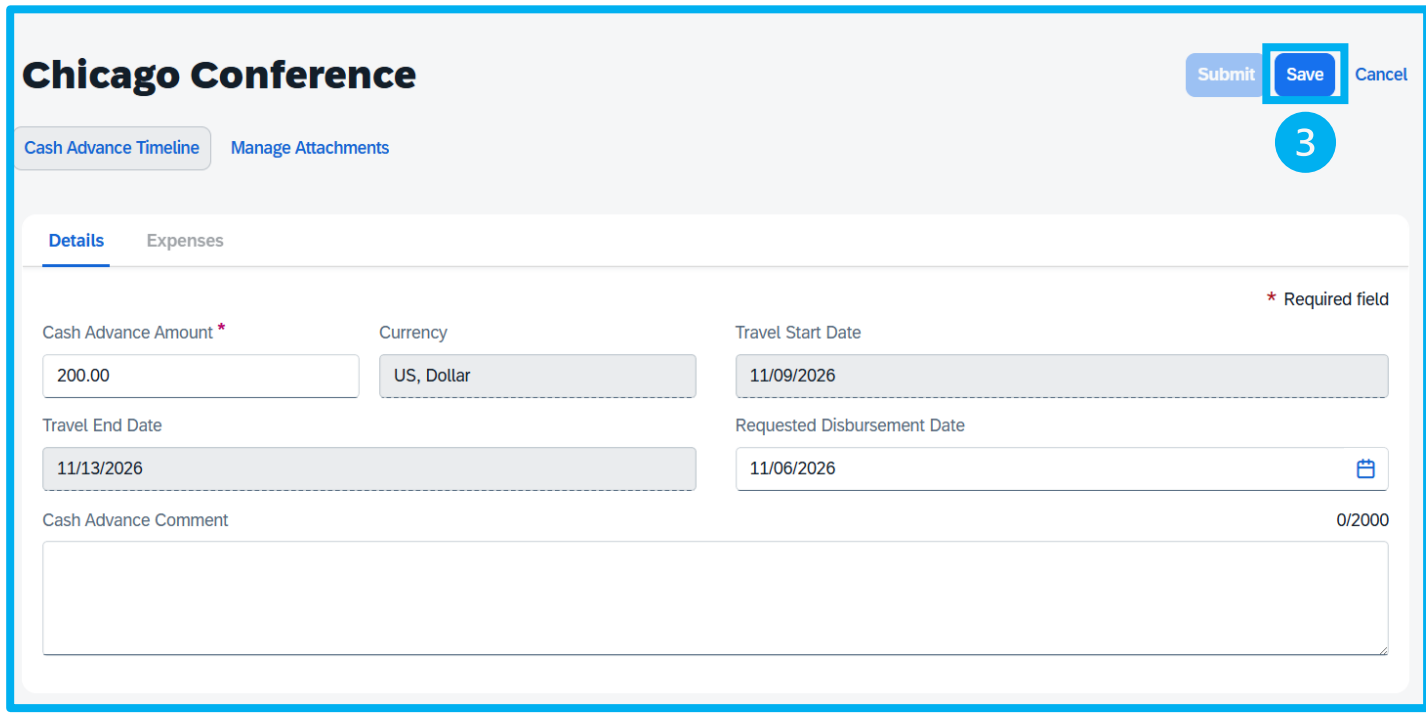
1. Select **Request Details** and click **Add Cash Advance.**
2. Complete the required fields
3. Select **Save**

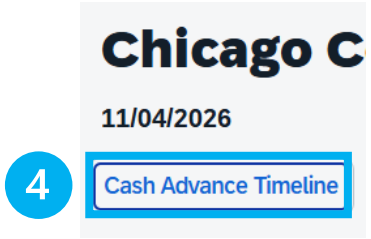
Use the Cash Advance Timeline to track your cash advance status

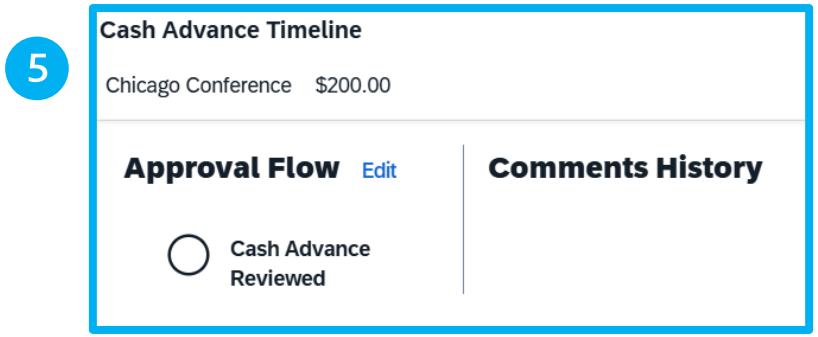
4. Select **Cash Advance Timeline**
5. View the approval workflow to track the cash advance status
6. View all cash advances at the top of the Travel Request

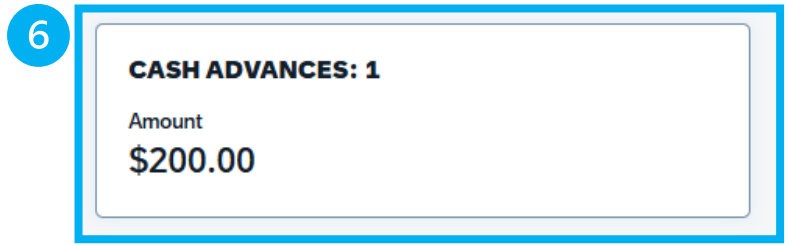
Cash advances are approved first by the Supervisor, then receive final approval from Disbursement & Travel Services, with payment processed about one week before travel











Next Up: Notify Your Team to Review & Submit - Learn how to notify the person that their Travel Request is ready for review and submission