



Cash Advance Request

Cash advances can be requested for travelers, who are not eligible for a T&E Card. Cash advances are granted in limited situations for certain expenses when no other method of payment is possible.

Begin by accessing the AggieTravel **Requests**.
From the Requests page, select **New Request**

Complete the required fields as indicated by the red line on the field
Enter the amount requested and complete the Cash Advance Justification field. Add any comments necessary for the transaction.

Request Header | Expenses | Approval Flow | Audit Trail

Request/Trip Name, Request/Trip Start Date, Request/Trip End Date, Destination City, Report/Trip Purpose, Trip Type, Business Purpose, Comment

(93) FINANCE/RESOURCE MGMT, (062005) ACCOUNTING & FINANCIAL S, (ACTE) A&FS: Travel and Entertainment, (Travel) A&FS: Travel and Entertainment

Cash Advance

Cash Advance Amount, USD, Cash Advance Justification, Cash Advance Comment (Optional)

Then click the **Expenses** tab.

On the Expense page, add the type of expense(s) the cash advance will be used for.

Request/Trip Name:
Business Purpose:

Request Header | Expenses | Approval Flow | Audit Trail

+ New Expense, Delete

Date	Expense Type	Amount	Requested
		TOTAL AMOUNT	TOTAL REQUESTED
		\$0.00	\$0.00

Expense Type: [Text Field]

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

- 01-Transportation: Airfare, Ground Transportation
- 02-Subsistence: Lodging, Meals and Incidentals
- 03-Entertainment: Conference Registration
- 04-Other: Miscellaneous

Once the expense(s) are added, allocate the cost and submit the request for approval. The request will route first to the fiscal officer, then to the department approver before moving to the central Travel office for review and issuance.