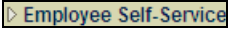

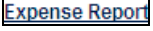





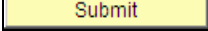




Applying Cash Advances to an Expense Report

1.	Click the Employee Self- Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Expense Report link. 
4.	Click the Modify link. 
5.	Click the Apply Cash Advance(s) link. 
6.	Click the Advance ID button. 
7.	Click an entry in the Advance ID column. 
8.	Click the OK button. 
9.	Click the scrollbar.
10.	Click the Submit button. 
11.	Click the OK button. 
12.	Click the Home link. 
13.	Congratulations. You have successfully Applied Cash Advances to an Expense Report. End of Procedure.