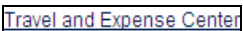
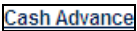
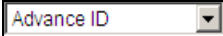
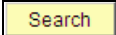



Viewing Cash Advances

1.	Click on the Employee Self- Service link.
2.	Click the Travel and Expense Center link. 
3.	Click the Cash Advance link. 
4.	Click on the View link.
5.	Click the Search by list. 
6.	You can search by any of the drop down values. In this example, we will search by the Advance ID (meaning, the Cash Advance ID number). Enter the desired information into the begins with field. Enter a valid value e.g. " 000002042 ".
7.	Click the Search button. 
8.	In this example, the Cash Advance was Submitted for Approval and is now awaiting to be approved by your supervisor.
9.	Click the scrollbar.
10.	Click the Home link. 
11.	Congratulations. You have successfully viewed a Cash Advance. End of Procedure.