Creating Cash Advances

1.	Click on the **Employee Self- Service** link.
2.	Click on the **Travel and Expense Center** link
3.	Click the **Cash Advance** link. Cash Advance
4.	Click the **Create** link. Create
5.	Click the **Add** button. Add
6.	Click in the **Description** field.
7.	Click the **Business Purpose** list item.
8.	Enter the TAR # for which you are requesting a cash advance. Enter the desired information into the **TAR #** field. Enter a valid value e.g. "**0000031993**".
9.	Click the **Source** list.
10.	Click the **Accounts Payable** list item. Accounts Payable
11.	Enter the desired information into the **Description** field. Enter a valid value e.g. "**Research**".
12.	Enter the desired information into the **Amount** field. Enter a valid value e.g. "**200.**".
13.	Click the **Update Totals** button. Update Totals
14.	Click the **Submit** button. Expenses will send the cash advance for payment processing or forward to an approver's queue. Or you can click on the **Save For Later** button. Submit
15.	Click the **OK** button. OK
16.	Click the **Home** link. Home
17.	Congratulations. You have successfully Created a Cash Advance. **End of Procedure.**