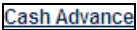

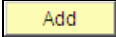

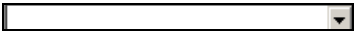

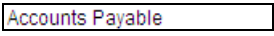
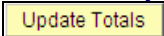
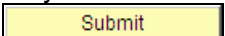
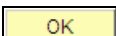



Creating Cash Advances

1.	Click on the Employee Self- Service link.
2.	Click on the Travel and Expense Center link
3.	Click the Cash Advance link. 
4.	Click the Create link. 
5.	Click the Add button. 
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. "000031993" .
9.	Click the Source list. 
10.	Click the Accounts Payable list item. 
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. 
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. 
15.	Click the OK button. 
16.	Click the Home link. 
17.	Congratulations. You have successfully Created a Cash Advance. End of Procedure.

