INTRODUCTION

The eTravel Reimbursement module has been designed to enhance sustainability by moving paper processes and approvals online, reduce time for reimbursement and provide notifications & online status of travel authorizations and expense claims. The eTravel service will also allow users to scan and upload receipts from their mobile devices.

This guide is designed to provide information to successfully use the eTravel Reimbursement module, including the following topics:

- Accessing the Campus Web Portal
- Adding or Deleting a Delegate
- Creating a Cash Advance
- Withdrawing a Cash Advance
- Modifying a Cash Advance
- Checking the Status of a Cash Advance
- Deleting a Cash Advance

All employees with an active job record in Human Resources will have access as a Traveler. No application is required to request access.

WHO DO I CONTACT FOR HELP?

Create a Service Request to Solar Financials or email solarfin@csun.edu. For immediate assistance contact SOLAR Financials by phone (818) 677-6685.
CREATING A CASH ADVANCE

A Cash Advance can be requested for travel related expenses paid in advance by the employee.

- Advances less than $100 per expense are not allowed.
- A Travel Authorization must be fully approved prior to creating a Cash Advance.

1. From the Travel and Expense Center, select the Create link under the Cash Advances section.

2. If you are a delegate, choose the appropriate employee under the Select Employee section. A blank Cash Advance page will be created for the employee selected.

3. If you are the traveler, a blank authorization will display.

4. Begin with the Business Purpose dropdown menu. Select the best option for the related expenses.
5. In the **Travel Auth** field, select the **magnifying glass** and choose the **approved travel authorization number**. You will not be able to save or submit a Cash Advance without an approved Travel Authorization.

6. Enter a **short description** of the planned trip in the **Advance Description** field.

7. The **Notes** link opens a section to provide additional information that was not included in the advance description. When completed, select **Add Notes**, followed by the **OK** button.

8. Select the **Attachments** link to provide required documents, such as a paid registration or receipts.

9. In the **Cash Advance** section, select the **Source** dropdown and choose the appropriate option.
10. In the **Description** field, enter a **brief description** of the expense. There must be **separate line items** for each expense.

11. In the **Amount Currency** field, enter the **dollar amount**.

```
<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
<th>*Amount Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid by Traveler In Advance</td>
<td>CSUN Conference fees</td>
<td>325.00 USD</td>
</tr>
</tbody>
</table>
```

12. To delete or add a blank row for an expense, select the + or – sign next to an expense line.

```
<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
<th>*Amount Currency</th>
<th>Apply Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid by Traveler In Advance</td>
<td>CSUN Conference Fees</td>
<td>325.00 USD</td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td><strong>Advance Amount</strong></td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>
```

13. If the request is not ready to be submitted for approval, select the **Save for Later** button.

```
Create Cash Advance

Save for Later
```

14. To submit the request for approval, the **traveler** must **check the box** to certify the advances submitted are accurate and comply with the CSU policy, followed by the **Submit Cash Advance** button. The delegate **cannot** submit this request.

```
By checking this box, I certify the information submitted is accurate and comply with expense policy.

Submit Cash Advance
```

15. A **Submit Confirmation** window displays, select the **OK** button.

```
Save Confirmation

Travel & Expenses - Cash Advance Report

Submit Confirmation

Advance ID: NEXT

<table>
<thead>
<tr>
<th>Totals</th>
<th>Advance Amount</th>
<th>325.00 USD</th>
</tr>
</thead>
</table>

Click OK to submit, or click Cancel to return to the cash advance without submitting.

OK  Cancel
16. The status will change to **Submission in Process**. Make a note of the Cash Advance report number for your records.

![View Cash Advance](image)

17. Once the Cash Advance has been approved at all levels, an email notification will be sent.

```plaintext
From: solarfin@csun.edu [mailto:solarfin@csun.edu]
Sent: Thursday, April 24, 2014 2:39 PM
To: Solar Finance
Subject: Cash advance for 110.00 USD has been approved.

The following cash advance has been approved:

Employee ID: 000123456
Employee Name: Doe, John
Submission Date: 2014-04-24
Advance Description: Conference 2014 Registration
Advance ID: 1000000097
Business Purpose: Conference
Reimbursement Amount: 110.00 USD
```