

eTRAVEL REIMBURSEMENT CREATING A CASH ADVANCE

University Hall 365

Phone: (818) 677-2945

Fax: (818) 677-4581

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.

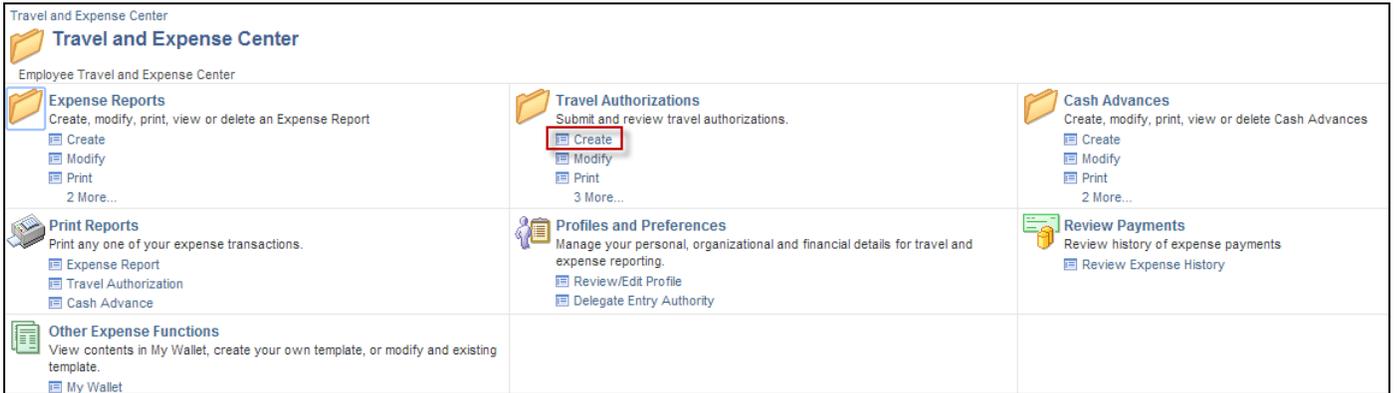
WHO DO I CONTACT FOR HELP?

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.

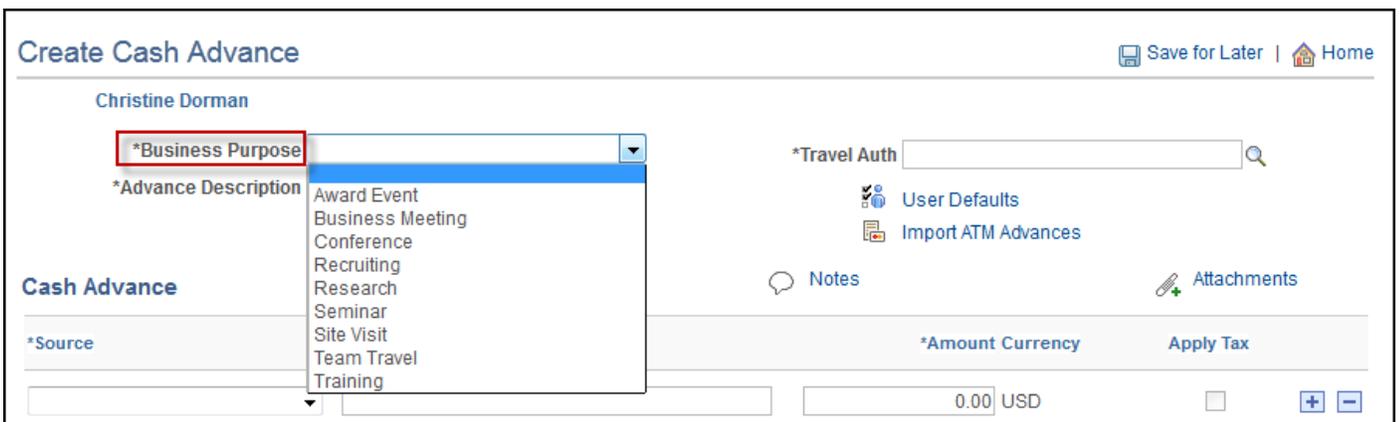
- Advances less than \$100 per expense are not allowed.
 - A Travel Authorization must be fully approved prior to creating a Cash Advance.
1. From the **Travel and Expense Center**, select the **Create** link under the **Cash Advances** section.



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.

Select Employee	Empl ID
Dorman, Christine L	
Whitchurch, Deborah E	

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.

The screenshot shows the top portion of the 'Create Cash Advance' form. At the top right, there are links for 'Save for Later' and 'Home'. Below these, the '*Travel Auth' field is highlighted with a red rectangular box. Underneath this field are two links: 'User Defaults' and 'Import ATM Advances'. Further down, there are 'Notes' and 'Attachments' links. At the bottom, there is a table header with columns for '*Amount Currency' and 'Apply Tax'. Below the header, a row shows '0.00 USD' with a checkbox and '+' and '-' buttons.

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

The screenshot shows the 'Create Cash Advance' form for user 'Christine Dorman'. The '*Business Purpose' dropdown menu is visible. The '*Advance Description' text input field is highlighted with a red rectangular box.

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.

The screenshot shows the 'Create Cash Advance' form with the '*Business Purpose' and '*Advance Description' fields. The '*Travel Auth' field is also visible. At the bottom, the 'Notes' and 'Attachments' links are highlighted with red rectangular boxes. There are also links for 'Cash Advance', 'View Printable Version', and 'User Defaults'.

[Click here for detailed instructions to add attachments.](#)

9. In the **Cash Advance** section, select the **Source** dropdown and choose the appropriate option.

The screenshot shows the 'Cash Advance' form with the '*Source' dropdown menu open. The dropdown menu is highlighted with a red rectangular box and shows two options: 'Meal Advance - 75% Max' and 'Paid by Traveler in Advance'. The main form area shows a table with columns for 'Description', '*Amount Currency', and 'Apply Tax'. A row in the table shows '0.00 USD' with a checkbox and '+' and '-' buttons.

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**.

*Source	Description	*Amount Currency
<input type="text" value="Paid by Traveler in Advance"/>	<input type="text" value="CSUN Conference fees"/>	<input type="text" value="325.00"/> USD

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

*Source	Description	*Amount Currency	Apply Tax
<input type="text" value="Paid by Traveler in Advance"/>	<input type="text" value="CSUN Conference Fees"/>	<input type="text" value="325.00"/> USD	<input type="checkbox"/>
Totals			
Advance Amount		0.00	USD

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

<input type="button" value="Create Cash Advance"/>	<input type="button" value="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.

<input checked="" type="checkbox"/> By checking this box, I certify the information submitted is accurate and comply with expense policy.
<input type="button" value="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	
Totals	
Advance Amount	325.00 USD
<input checked="" type="checkbox"/> Click OK to submit, or click Cancel to return to the cash advance without submitting.	
<input type="button" value="OK"/>	<input type="button" value="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

Submitted for Approval

Business Purpose: Conference
Advance Description: CSUN Conference
Accounting Date: 02/11/2014

Report: 1000000001 Submission in Process
Travel Auth: 8000000009
Post State: Not Applied
Created: 02/11/2014 Inderpreet Kaur
Last Updated: 02/11/2014 Inderpreet Kaur
User Defaults

Enter Advance Details | [View Printable Version](#) | [Notes](#)

*Source	Description	*Amount Currency	Apply Tax
Paid by Traveler in Advance	CSUN Conference fees	325.00 USD	<input type="checkbox"/>
Totals			
	Advance Amount	325.00 USD	

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

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

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: 1000000007
Business Purpose: Conference
Reimbursement Amount: 110.00 USD