

## 9.2 Applying Cash Advances to an Expense Report

**Purpose:** Use this document as a reference for applying a cash advance to an expense report in ctcLink.

**Audience:** All travelers

**PREREQUISITES:** Must have created and fully approved and processed a cash advance for the intended traveler. Must have created an expense report for the same traveler but not submitted the expense report yet. You must be authorized to edit travel documents for the specified traveler even if the you are the same as the traveler.

### Applying Cash Advances to an Expense Report

**Navigation:** NavBar > Navigator > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

1. The **Expense Report** search page displays.
2. Select the **Find an Existing Value** tab, or **Add a New Value** if starting a new Expense Report.
3. Enter **Search Criteria** to identify your expense report.
4. Select **Search**.





13. In the **Total Applied** field, enter the amount of the Cash Advance that you want to apply to the Expense Report. You can apply part of the Advance or the entire balance. The entire amount is applied by default.
14. You can select the **Add Cash Advance** button to add another row to this page and select an additional Cash Advance to apply to the Expense Report.

**!** In order to apply multiple Cash Advances to the same Expense Report, the Cash Advances must contain the same Chartfield values. If they do not contain the same Chartfield Values, then the Expenses must be split up onto multiple Expense Reports for each corresponding Cash Advance.

15. The **Total Due Employee** field indicates the amount due to either the employee or the company after applying the total Cash Advance amounts. Total applied cash advance cannot exceed the total amount of the Expense Report; it can be less than or equal to, but not more than.
16. Select the **OK** button to apply the cash advance amounts to the expense report and return to the Create Expense Report page.

← Advance

Create/Modify

Expense Report

Apply Cash Advance(s)

Report ID 0000010531

Cash Advance Information

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied		
0000000162	842.00	0.00 USD	1.00000000	842.00	USD	[-]

Add Cash Advance

Update Totals

Total Advance Applied

842.00 USD

Totals (1 Line)

944.67 USD

Total Due Employee

102.67 USD

OK

17. The **Modify Expense Report** page displays.
18. Select the **Save For Later** button (or link) to save the Expense Report without submitting it for approval.

