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Requesting a Cash Advance in Chrome River

Employees can request a cash advance if meeting one of the following eligibility conditions. See the "Cash Advances" policy.

CASH ADVANCE ELIGIBILITY

- Travel will extend longer than fourteen (14) days without return to the employee's campus or University location.
- The employee will be paying for all or some business-related expenses for a group consisting of two or more individuals (e.g., hotel expenses).
- The destination service providers (food, lodging, auto rental, etc.) do not honor the University charge/credit cards (e.g., cash-based economy).
- Cash for research participant payments.
- Hosting of prospective student athletes.
- Extenuating circumstances related to financial need.

CASH ADVANCE STIPULATIONS

- Not issued for less than $100.00.
- Not allowed for airfare.
- Limited to $50 per day, plus $100 per trip, per person, up to the estimated expenses.
- Limited to a six-month period of time. (Trip from/to dates cannot exceed six months. Trips of longer duration require additional cash advance requests.)
- Once a cash advance is approved, the dates cannot be changed.
- Unspent cash must be returned to the University.
- Cash advances must be accounted for on an Expense Report within 60 days of the trip end date.

STEP 1: CREATE EXPENSE REPORT REQUESTING A CASH ADVANCE

Log in to MyU (myu.umn.edu). Navigate to: **Key Links > U Travel > Chrome River Login**.

1. Click <+ Create> in the *Expense Report* section.
2. Enter a title in the *Report Name* field. Report titles should be meaningful to approvers and finance team members.
3. Select your *Affiliation* type from the drop-down menu: Faculty, Staff, Student.

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4. Select "Cash Advance - Request Only" from the *Trip Type* drop-down menu.
5. Enter a date in the *Trip/Expense Start* field. Note: The start date must be within 30 days of today's date. This is a relative calculator. The window where an individual can submit a request is 30 days from today's date.
6. Enter a date in the *Trip/Expense End* field. Note: A cash advance must be fully accounted within 60 days from the date entered in the *Trip/Expense End* field.
7. Enter a primary destination for the trip in the *Destination* field and select the destination result from the drop-down menu. For non-travel related requests, select the city of your primary office location (example: United States/Illinois/Big Rock).
8. Enter a justification in the *Business Purpose* field following the guidelines in "Example Justifications for Chrome River Transactions" job aid. Enter the formula used to calculate the amount requested.
9. Click <Save>.

STEP 2: ADD CASH ADVANCE REQUEST

1. Click <Create New>.
2. Click the Cash Advance Request tile.



3. The *Date* field populates with today's date. Do not change.
4. Enter the requested amount for the cash advance in the *Spent* field.
5. Enter additional justification as needed in the *Additional Information* field.
6. Select the *Cash Advance Type* from the drop-down menu:
   a. Travel longer than 14 days
   b. Meals and incidental expense for student group travel
   c. Meals and incidental expense for athletic student group travel

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d. Destination - cash based economy

e. Research participant payments

f. Hosting of prospective students

g. Other

7. Enter a DeptID value or department name to search for your *Allocation*. If not known, contact your unit finance person about your allocation strings.
8. Select the appropriate ChartField string from the search results. The allocation is used for approval only and does not encumber or impact funds. Payment is issued from a central ChartField string (allocation).
9. Click <Save>.
10. Click <Submit>.
11. Click <Submit> on the **Submit Confirmation** page.
12. Agree to the terms of the cash advance by selecting "Agree" from the *Choose a Response* field. TERMS: **I agree to ensure the funds for the cash advance are used for University business, are documented and unspent funds are returned to the University. If the cash advance is not reconciled within 60 days of the activity end date or before the end of the grant for sponsored funds, the expense owner must agree to assume personal liability for the amount advanced and authorize the University of Minnesota to seek reimbursement either through payroll deduction or the billing process.**
13. Click <Submit> on the **Submit Confirmation** page.

The cash advance request routes for departmental approval and central approval. Payment is processed the business day after the request is fully approved from all departmental and central approvers.

- **Disbursement of Cash Advance Payments**
  Employees receive cash advance payments in the same manner that their payroll is dispersed.
- **Delegates Can Submit Cash Advance Requests for Expense Owner**
  Delegates can submit a cash advance request on behalf of an expense owner. Once the request is submitted, the document will route to the expense owner for approval. This is the only time a delegate can submit activity in Chrome River. Travel will extend longer than fourteen (14) days without return to the employee's campus or University location.
- **Returning Unspent Cash**
  Unspent cash must be returned to the University. Employees are given the option of one-time payroll deduction or receiving a bill from the University.