Travel Cash Advance

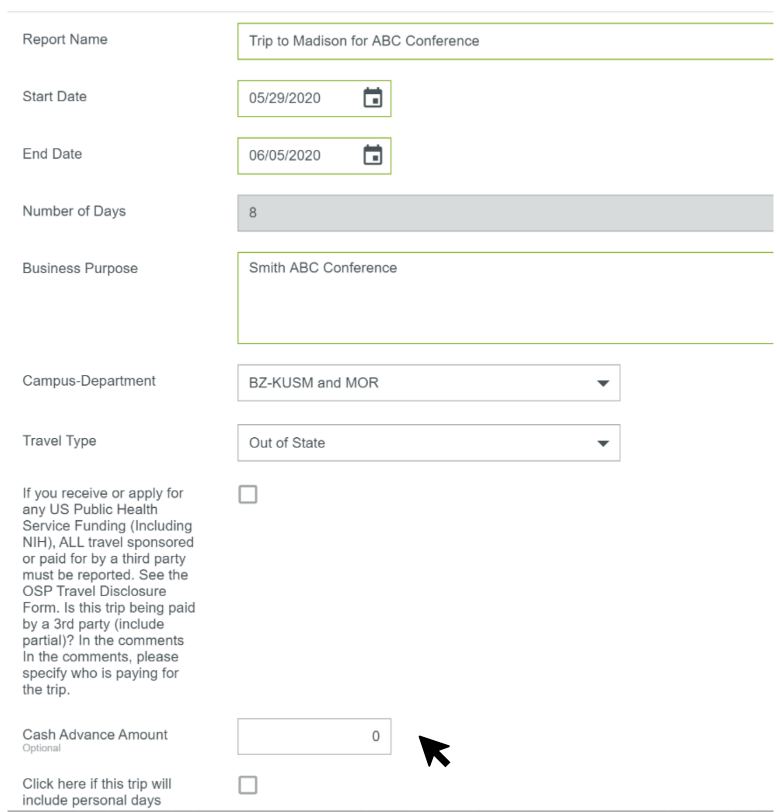
Cash Advances for travel are requested on the header of the Travel Pre-Approval Report (the initial screen that appears after selecting "New Pre-Approval") in Chrome River. Advances must be requested no later than 10 business days before the trip departure date. Advances that aren't requested at least 10 days before departure will not be approved.

In accordance with State of Montana Travel Policy, travel advances should not exceed $200 or be used for lodging or car rentals (Montana Operations Manual Policy; Employee Travel; last revised 9/17/19). Particular situations or exceptions may exist that require more than $200 for a travel advance, so please inquire with your Fiscal Shared Services team or departmental accountant.

If you are set up to receive travel reimbursements through ACH (separate from payroll direct deposit), your cash advance will be directly deposited into your account approximately 10 days prior to your scheduled departure date. If you have not opted in to travel reimbursements via ACH, a check will be mailed to your mailing address on file. You can visit [MyInfo](), Personal Information, to ensure your mailing address is up to date.

Requesting a Cash Advance

1. After selecting New Pre-Approval Report and filling in applicable information for your trip, enter the desired amount into the "Cash Advance Amount" field.
2. Complete the Pre-Approval header and click Save.
3. Complete the remainder of the Pre-Approval Report (see "Create a Travel Pre-Approval," if needed.)



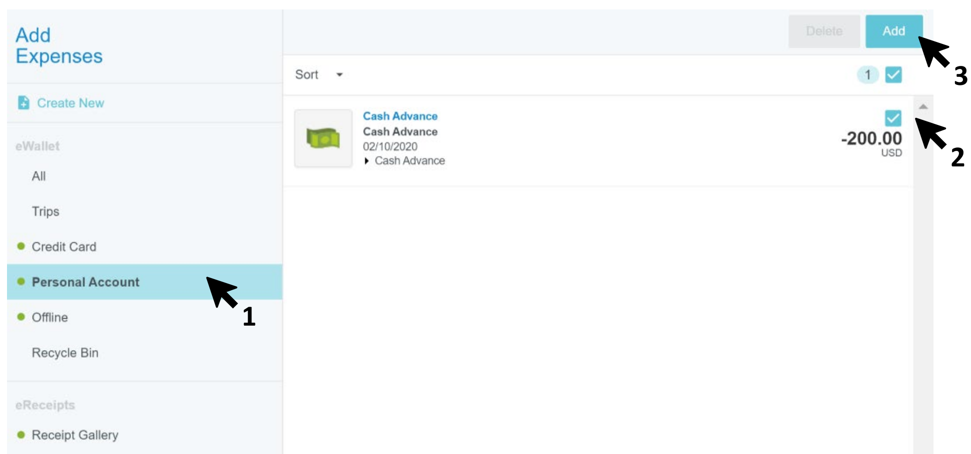
Clearing the Cash Advance

After the trip is complete, follow steps 1-4 below to clear the cash advance, which shows you used all the cash advance for official travel purposes. **If you did NOT use all the cash advance**, ensure you complete all steps (1-6). You will return the unused amount in cash or check to Fiscal Shared Services or your departmental accountant for processing.

1. After returning from your trip, create a new Travel Expense Report (see "Create a Travel Expense Report from Pre-Approval" if needed.)

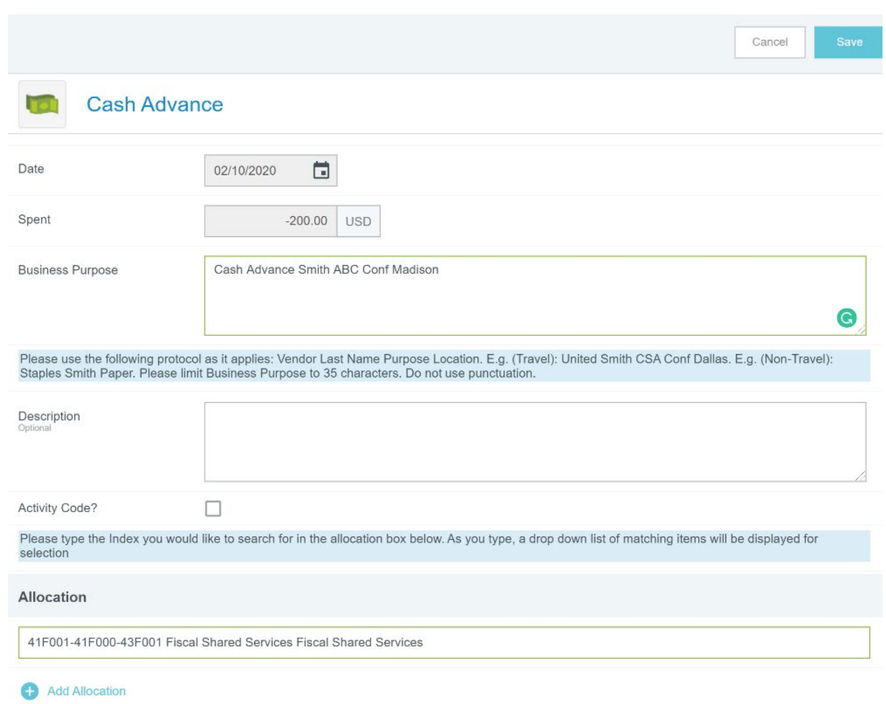
2. After adding the other trip expenses you may have incurred (found in the "Credit Card" section of the eWallet, select "Personal Account" (1) from the Add Expenses screen.

3. Select the Cash Advance for this trip and click "Add" (2/3)

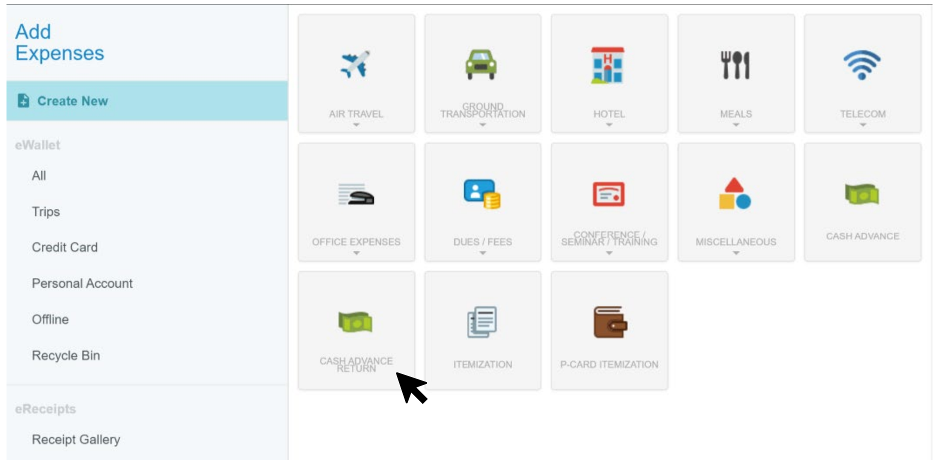


4. Complete the Cash Advance form with Business Purpose and Allocation/Index, as required.

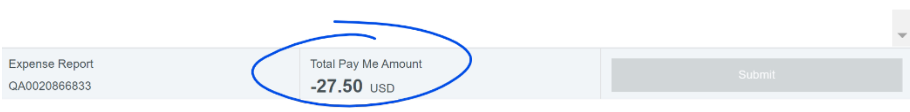
   Note: The system will override the allocation/index selection to University's Cash Advance clearing index (transparent to the user).



5. If you did not use all of the Cash Advance, select the "Cash Advance Return" tile from the Add Expenses screen.

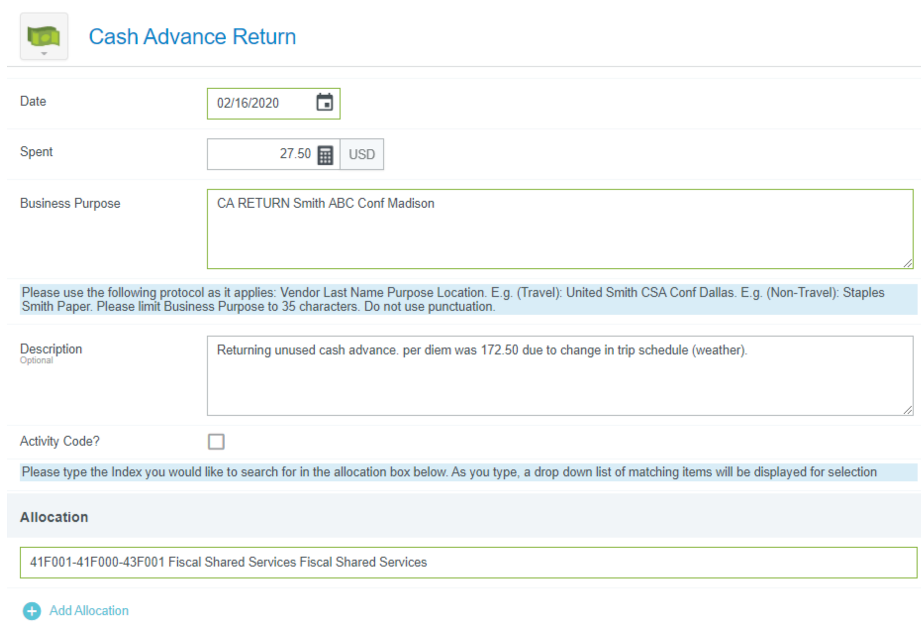


Tip: You should have a Cash Advance Return in the "Pay Me" amount on your report as a negative number (bottom left portion of screen.) This is the amount of the unspent cash advance. Please return this amount in cash or check to Fiscal Shared Services or your departmental accountant for processing. Credit card payments for cash advance returns cannot be accepted. Fiscal Shared Services or your departmental accountant will help process your deposit to the appropriate Cash Advance index and account code (62499A).



6. Complete the Cash Advance Return form. Enter date returned in "Date" field; amount returned in "Spent" field; update Business Purpose, if required; add Description to help explain return; and enter an Allocation/Index, if required.

Note: The system will override the allocation/index selection to University's Cash Advance clearing index (transparent to the user).



After saving the Cash Advance Return, the Total Pay Me Amount for the report should be $0.