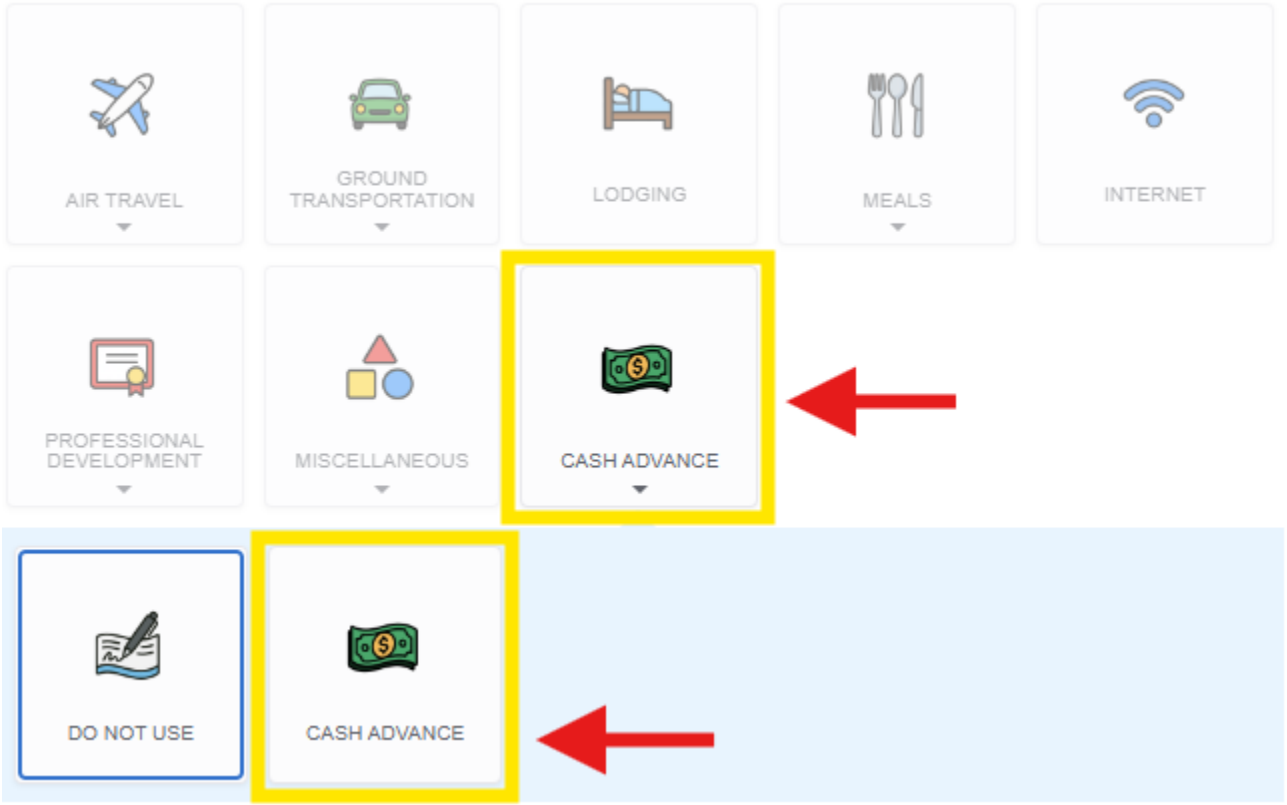
Emburse User Guide:
Cash Advance Expense Type

Cash Advances are issued in limited situations, such as Per Diem for students on faculty-led student trips and Per Diem for students on Athletic teams. Contact Accounts Payable to see if a cash advance is applicable for the trip.

To proceed with a Cash Advance, create the Expense Report, then delete **all** the line items.

- Tip: No other line items can be listed on a Cash Advance request.

Add the Cash Advance tile to the Expense Report by going to the Add Expenses menu (see Step 2 in the Create and Submit an Expense Report guide).



The sub-tile will require the following fields to be populated:

- **Date**: date of the receipt
- **Spent**: total being requested
- **Attachments**: documentation for cash advance request (PDF or JPEG format); contact Accounts Payable for the documentation