Request - Cash Advance for Travel

Creating a Cash Advance for Travel

1. In the ERS go to **Request > New Request**
2. In the field, Request Name, enter the date (YYYYMMDD no dashes or spaces), location (for the trip), and CA (for cash advance)
3. Fill in the rest of the required fields (**red line beside field**) for the Request Header and the **Cash Advance Amount** field, click **Save**
   
   **If the Cash Advance Amount is not filled out on the Request header tab you will not receive any money**

4. Enter estimated expenses information in the **Segments** tab. For other expenses types not listed under the Segments tab, click on the **Expenses** tab and enter the estimated expenses using the expense types listed
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5. The segment totals (amount in top right corner) should equal the amount you requested on the Request Header tab

6. Click the **Submit Request** button

7. If your default approver has not been set up, select the Approver for the request and then click **Submit Request** again