

Cash Advance Expense Reports



Chrome River

Chrome River Expense Report–Cash Advances

Travelers are reminded that cash advances are only available under 2 circumstances:

- Travel with students, domestic or international
- International travel

eWallet

Unused Items
0 Credit Card Items
1 Receipts
[VIEW ALL 1 UNUSED ITEMS](#)

Approvals

Approvals Needed
140 Expense Reports 0 Pre-Approvals

Expenses + Create

1 Draft 0 Returned 0 Submitted Last 90 Days

Pre-Approval + Create



C O N T A C T

For expense rei

To create a New Cash Advance Expense Report
• Click "+ Create" on the Expenses Ribbon

- Travel Auditor
- Travel Card Admin 336-285-2998 spfoste1@ncat.edu
- Disbursements Mgr 336-285-2991 boejimak@ncat.edu

For other issues and concerns, please contact the Chrome River Administrator (cradmin@ncat.edu)

Travel Services Quick Links

Fund Request Form
Add fund allocations

Vendor Create Request Form
Add students, interview candidates, non-affiliates

Creating an Expense/Cash Advance Report in Chrome River

Before beginning, it is suggested to make a .PDF of your pre-approval (PA) (this information is found on the pre-approval slides) An electronic PA should not need to be imported for Cash Advances – you may attach a PDF copy.

Start to build the Header Page of the Cash Advance Expense Report with the information contained in the Pre-Approval (PA) report.

- “Report name” should be the same as the PA and should start with the year and indicate that it is a cash advance. For example, 2023 UNC Conference – Cash Advance or CAR (cash adv report)
- “Business Purpose” field is a dropdown box. The “Other” field may be used, if needed.
- Enter the “Travel Start” and “Travel End” Dates along with the “Departure” and “Arrival/Return” Times. *Remember that these are estimates as the actual travel has yet to occur.*
- Travel Type” field, select “Domestic” or “International”.

Expenses For Frederick Cundiff

Cancel Save

Expenses For Frederick Cundiff

Import from Pre-Approval Optional

Report Name

Pay Me In

Business Purpose

Other Optional

Travel Start Date

Departure Time

Travel End Date

Arrival/Return Time

Travel Type

Do not import pre-approval for cash advances. Attach a PDF copy. Report Name: use similar name as PA – Cash Advance

Creating an Expense/Cash Advance Report in Chrome River

- “City, State” - populate.
- “International City Destination(s) Complete if applicable
- “Country” field: populate as appropriate.
- “Student Group Travel” field; complete if students will accompany traveler
- “Status” field: populate as appropriate.
- Citizenship” field: populate as appropriate.
- “Report type”: populate as appropriate.
- Has prior approval been obtained?: select the appropriate option from the dropdown box. If a cash advance is being requested, answer yes and attach the PDF of the approved PA to the report.
- “Does the contract authorize federal rates?: If you select “yes” attach the agency’s documented authorization.
- Promissory Note Disclaimer: Place “X” in the checkbox to agree to terms.
- **IMPORTANT: Review your selections, BEFORE you click “save” – You may not be able to correct the header after you have saved.**

Alaska/Hawaii/Puerto Rico are considered International Travel per OSBM.

City, State	<input type="text" value="-- Select --"/>
International City Destination(s)	<input type="text"/>
Country	<input type="text" value="-- Select --"/>
Student Group Travel?	<input type="text" value="-- Select --"/>
Status	<input type="text" value="-- Select --"/>
Citizenship Status	<input type="text" value="-- Select --"/>
Report Type	<input type="text" value="-- Select --"/>
Has prior approval been obtained?	<input type="text" value="-- Select --"/>
Does the contract authorize federal rates?	<input type="text" value="-- Select --"/>

I understand that any prepayment/advance made by the University is a loan and that I am personally responsible for all amounts paid on my behalf or advanced to me. If a prepayment/advance is made and the trip for which the payment was made is not taken, I agree to repay ALL advanced payments immediately.

For all completed travel, I understand that I have up to 10 days following the last travel day to repay or substantiate the advance payment by completing and submitting the travel reimbursement process with all required receipts.

In the event I fail to repay or fully substantiate the prepayment/advance, I authorize the University to deduct the amount of the prepayment/advance from my next payroll check evidenced by submitting this request/report.

I agree to the above text

Expense Report Total Pay Me Amount
0.00 USD Submit

Creating an Expense/Cash Advance Report in Chrome River

The screenshot displays the Chrome River web application interface. At the top, the 'CHROME RIVER' logo is on the left, and '+ New' and 'Helen Buck' are on the right. The main content area is divided into a left sidebar and a right main panel. The sidebar shows a navigation menu with 'Expenses For Helen Buck' and a '2020 Cash Advance Request and Reconciliation' section. The main panel features an 'Add Expenses' header with a 'Create New' button. Below this, there are several categories of expense tiles: AIR TRAVEL, GROUND TRANSPORTATION, HOTEL, MEALS, CONFERENCE / REGISTRATION FEES, MISCELLANEOUS, and CASH ADVANCE. A blue arrow points from a callout box to the 'CASH ADVANCE' tile. The callout box contains the text 'Click on cash advance tile'. At the bottom of the interface, there is a summary section with 'Expense Report QA0020572242', 'Total Pay Me Amount 0.00 USD', and a green 'Submit' button.

CHROME RIVER

Expenses For Helen Buck

2020 Cash Advance Request and Reconciliation

0 Comments 0 Attachments

DATE EXPENSE SPENT PAY ME

Click "+" to add your first item.

Click on cash advance tile

Add Expenses

Create New

eWallet

- All
- Credit Card
- Cash Advance
- Offline
- Recycle Bin

eReceipts

Receipt Gallery

AIR TRAVEL

GROUND TRANSPORTATION

HOTEL

MEALS

CONFERENCE / REGISTRATION FEES

MISCELLANEOUS

CASH ADVANCE

Expense Report QA0020572242

Total Pay Me Amount 0.00 USD

Submit

Creating an Expense/Cash Advance Report in Chrome River

CHROMERIVER

Expenses For Helen Buck

2020 Cash Advance Request and Reconciliation

0 Comments 0 Attachments

DATE	EXPENSE	SPENT	PAY ME
Click "+" to add your first item.			

Click on cash advance tile again

CHROMERIVER

New Helen Buck

Add Expenses

Create New

AIR TRAVEL

GROUND TRANSPORTATION

HOTEL

MEALS

CONFERENCE / REGISTRATION FEES

MISCELLANEOUS

CASH ADVANCE

CASH ADVANCE RETURN

CASH ADVANCE

eWallet

- All
- Credit Card
- Cash Advance
- Offline
- Recycle Bin

eReceipts

Receipt Gallery

Expense Report

QA0020572242

Total Pay Me Amount

0.00 USD

Submit

111%

Creating an Expense/Cash Advance Report in Chrome River

The screenshot displays the Chrome River interface for creating a Cash Advance report. The left sidebar shows the navigation menu with 'Expenses For Helen Buck' selected. The main content area is titled '2020 Cash Advance Request and Reconciliation' and contains a table with columns for DATE, EXPENSE, SPENT, and PAY ME. The table is currently empty, with a note: 'Click "+" to add your first item.' Below the table, a summary row shows 'Expense Report QA0020572242' and 'Total Pay Me Amount 0.00 USD'. A green 'Submit' button is visible at the bottom right of the table area.

On the right, the 'Cash Advance' form is open, showing fields for Date (03/25/2020), Spent (0.00 USD), Description, and Merchant (Optional). A note states: 'For all Cash Advance requests, please attach the authorized pre-authorization (PA) form (in pdf format) for the related trip.' Below the form, there is an 'Allocation' section with a search box and an 'Add Allocation' button. The bottom right corner shows 'Attachments (0)' and a zoom level of 111%.

Fill in appropriate details. Cash advances cannot be less than \$100

Creating an Expense/Cash Advance Report in Chrome River

CHROME RIVER

+ New Helen Buck

Expenses For Helen Buck

2020 Cash Advance Request and Reconciliation

0 Comments 0 Attachments

DATE EXPENSE SPENT PAY ME

Click "*" to add your first item.

Fill in date, amount, description and fund charged.

Date 03/25/2020

Spent 699.00 USD

Description Cash advance to cover expenses while traveling to Spain.

Merchant Optional

For all Cash Advance requests, please attach the authorized pre -authorization (PA) form (in pdf format) for the related trip.

Allocation

101001 36103 University Farm

+ Add Allocation

Attachments (0)

Drag image here to upload Add Attachments

Expense Report QA0020572242

Total Pay Me Amount 0.00 USD

Submit

111%

Creating an Expense/Cash Advance Report in Chrome River

CHROME RIVER

Expenses For Helen Buck

2020 Cash Advance Request and Reconciliation

0 Comments 0 Attachments

DATE	EXPENSE	SPENT	PAY ME
Click "+" to add your first item.			

Upload a pdf version of the pre-approval and any other supporting documentation, then click on save.

Cancel Save

Description
Cash advance to cover expenses while traveling to Spain.

Merchant
Optional

For all Cash Advance requests, please attach the authorized pre -authorization (PA) form (in pdf format) for the related trip.

Allocation
101001 36103 University Farm

+ Add Allocation

Attachments (0)

Drag image here to upload Add Attachments

- From Receipt Gallery
- Upload Attachments

Expense Report
QA0020572242

Total Pay Me Amount
0.00 USD

Submit

Creating an Expense/Cash Advance Report in Chrome River

CHROME RIVER

Expenses For Helen Buck

2020 Cash Advance Request and Reconciliation

0 Comments 1 Attachments

DATE	EXPENSE	SPENT	PAY ME
Wed 03/25/2020	Cash Advance	699.00 USD	699.00 ✓

Expense Report
QA0020572242

Total Pay Me Amount
699.00 USD

Submit

Click on submit, you will then submit again when another screen pops up asking you for submit confirmation!
You are finished with the request for cash advance

111%

WHAT HAPPENS NEXT?

Your request will be reviewed and processed in the Travel Office. If approved, you will receive a check for the amount requested. After the trip, you MUST promptly reconcile the cash advance (within 10 days) of the completion of travel. See the following slides regarding cash advance reconciliation.

CASH ADVANCE RECONCILIATION



 eWallet

Unused Items

0 Credit Card Items

1 Receipts

[VIEW ALL 1 UNUSED ITEMS](#)

 Approvals

Approvals Needed

140 Expense Reports

0 Pre-Approvals

 Expenses  Create

1

Draft

0

Returned

0

Submitted
Last 90 Days

 Pre-Approval  Create



To start a Cash Advance reconciliation Expense Report

- Click "+ Create" on the Expenses Ribbon

For exper

- Travel Auditor 336-285-2945 taball@ncat.edu
- Travel Card Admin 336-285-2998 spfo1@ncat.edu
- Disbursements Mgr 336-285-2991 boejimak@ncat.edu

For other issues and concerns, please contact the Chrome River Administrator (cradmin@ncat.edu)

Travel Services Quick Links

 **Fund Request Form**
Add fund allocations

 **Vendor Create Request Form**
Add students, interview candidates, non-affiliates

Cash Advance Reconciliation

The screenshot displays a mobile application interface for managing expenses. The top navigation bar includes a menu icon, a back arrow, the title 'Expenses For Helen Buck', and a plus icon. The main content area is titled '2020 - Cash Advance Reconciliation Training' and features a table with columns for 'DATE', 'EXPENSE', 'SPENT', and 'PAY ME'. A text prompt below the table reads 'Click "+" to add your first item.' At the bottom, there is a summary section with 'Expense Report', 'Total Pay Me Amount' of '0.00 USD', and a 'Submit' button.

On the right side, a detailed form for 'Expenses For Helen Buck' is visible. It includes a 'Cancel' and 'Save' button at the top. The form fields are as follows:

- Import from Pre-Approval (Optional):
- Report Name: 2020 - Cash Advance Reconciliation Training
- Pay Me In: USD - US Dollars
- Business Purpose: Conference Attendee
- Other (Optional):
- Travel Start Date: 03/13/2020
- Departure Time: 6:15 AM
- Travel End Date: 03/21/2020
- Arrival/Return Time: 6:30 AM

A white text box is overlaid on the left side of the application, containing the following text:

Fill out report name, business purpose, travel dates and times, etc. Save when finished.

Cash Advance Reconciliation

The screenshot shows a mobile application interface for expense management. At the top, there is a navigation bar with a hamburger menu icon on the left and a '+ New' button on the right. Below this is a blue header bar with a back arrow, the text 'Expenses For', a redacted area, and a '+ Add' icon. The main content area is titled '2020 Cash Advance Reconciliation Training' and includes '1 Comments' and '8 Attachments'. Below the title is a table with columns for 'DATE', 'EXPENSE', 'SPENT', and 'PAY ME'. The table is currently empty, with a message 'Click "*" to add your first item.' A text box with a blue arrow pointing to the 'Cash Advance' option in the 'Add Expenses' sidebar contains the following text: 'You will now arrive at this screen. You have to retrieve the cash advance from your "wallet". The green 'button' denotes that you have an unreconciled cash advance in your wallet. Click on cash advance.' The 'Add Expenses' sidebar on the right has a 'Create New' button and lists categories: 'eWallet' (All, Credit Card, Cash Advance, Offline, Recycle Bin) and 'eReceipts' (Receipt Gallery). The main content area on the right features a grid of expense categories: AIR TRAVEL, GROUND TRANSPORTATION, HOTEL, MEALS, CONFERENCE / REGISTRATION FEES, MISCELLANEOUS, and CASH ADVANCE. At the bottom, there is a summary bar with 'Expense Report 010020594316', 'Total Pay Me Amount 0.00 USD', and a green 'Submit' button. The bottom right corner shows a zoom level of 125%.

Expenses For [REDACTED]

2020 Cash Advance Reconciliation Training

1 Comments 8 Attachments

DATE	EXPENSE	SPENT	PAY ME
Click "*" to add your first item.			

You will now arrive at this screen. You have to retrieve the cash advance from your "wallet". The green 'button' denotes that you have an unreconciled cash advance in your wallet. Click on cash advance.

Add Expenses

Create New

eWallet

- All
- Credit Card
- Cash Advance**
- Offline
- Recycle Bin

eReceipts

- Receipt Gallery

AIR TRAVEL

GROUND TRANSPORTATION

HOTEL

MEALS

CONFERENCE / REGISTRATION FEES

MISCELLANEOUS

CASH ADVANCE

Expense Report 010020594316

Total Pay Me Amount **0.00** USD

Submit

125%

Cash Advance Reconciliation

The screenshot shows a mobile application interface for managing expenses. On the left is a sidebar with the following sections:

- Add Expenses**
- Create New
- eWallet
 - All
 - Trips
 - Credit Card
 - Cash Advance** (highlighted)
 - Offline
 - Recycle Bin
- eReceipts
 - Receipt Gallery

The main content area shows a transaction list with the following details:

- Sort (dropdown)
- Delete (button)
- Add (button)
- Transaction: Cash Advance (with a green bill icon), dated 01/23/2024, for -1,000.00 USD.

A text box with a black border and white background contains the following text:

The cash advance amount will display as a negative number. Check the small square box and click on add. The 'add' box will be visible after you click on the small box above the amount.

Two blue arrows point from the text box to the small square box above the transaction amount and the 'Add' button in the top right corner of the interface.

Cash Advance Reconciliation

 Cash Advance

Missing appropriate documents for cash advance transaction #233

Expense report for Cash Advance requires a PDF of the approved pre-authorization for the related trip requiring an advance. Attach a list of students traveling if benefiting from the advance. Applicable receipts must be attached to substantiate expenses.

Date: 01/23/2024

Spent: -1,000.00 USD

Description: Cash Advance

Merchant (Optional): Cash Advance

For all Cash Advance requests, please attach the authorized pre-authorization (PA) form (in pdf format) for the related trip.

Allocation

307073 62540 Student Government

+ Add Allocation

Downloaded Details

Cash Advance >

Comments (0)

Add Comment Post

Attachments (0)

Drag image here to upload Add Attachments

Fill out all applicable information and upload a pdf copy of the pre approval and save

Cash Advance Reconciliation

The screenshot displays a mobile application interface for expense management. On the left, a reconciliation report for '2024 Mr. and Mrs. HBCU' shows a single entry: 'Tue 01/23/2024' with an expense of '-1,000.00 USD' categorized as 'Cash Advance'. On the right, the 'Add Expenses' menu is open, showing various categories. A blue box highlights the 'MISCELLANEOUS - OTHER' category, with a label 'Miscellaneous - Other' below it. A text box on the left explains that the cash advance is added to the report and that funds should be categorized as miscellaneous for per diem expenses.

DATE	EXPENSE	SPENT	PAY ME
Tue 01/23/2024	Cash Advance Cash Advance	-1,000.00 USD	-1,000.00

The cash advance is now added to your reconciliation report. Now you must indicate how you spent the funds. Let's assume you used \$900 for student per diem. For per diem, you would use the Miscellaneous tile (Remember the meal tiles are intended for the report owner, cash advances are dispersed to students.)

Miscellaneous - Other

Cash Advance Reconciliation

Cancel Save

Miscellaneous - Other

Date 01/23/2024

Spent 900.00 USD

Description Student per diems

Account Code -- Select --

Merchant Optional

Allocation

307073 62540 Student Governm

+ Add Allocation

Attachments (0)

72501-Gasoline/Motor Vehicle Supplies
73111- In-State Air Transportation
73112- In-State Ground Transportation
73114 - In-State Lodging
73115 - In-State Meals
73116 - In-State Other Expenses
73119 - In-State Registration
73121 - Out of State Air Transportation
73122 - Out of State Ground Transportation
73124 - Out of State Lodging
73125 - Out of State Meals
73126 - Out-of-State Other Expenses
73129 - Out of State Registration
73131 - Out of Country Air Transportation
73132 - Out of Country Ground Transportation
73134 - Out of Country Lodging
73135 - Out of Country Meals
73136 - Out-of-Country Other Expenses
73139 - Out of Country Registration

Add all information and upload documentation that supports the expenditure. Click on 'Save'.
Use the appropriate travel code for the Miscellaneous tile.
For per diem, affidavits from students confirming receipt of per diem must be attached.

Cash Advance Reconciliation

2024 Mr. and Mrs. HBCU
0 Comments 8 Attachments

DATE	EXPENSE	SPENT	PAY ME
Tue 01/23/2024	 Cash Advance Cash Advance	-1,000.00 USD	-1,000.00 
Tue 01/23/2024	 Miscellaneous - Other	900.00 USD	900.00 

You have now added all the expenditures for which cash advance was used. However, the report shows a negative amount which indicates that the full amount was not reconciled.

Expense Report
010035663744

Total Pay Me Amount
-100.00 USD

Submit

Cash Advance Reconciliation

You should deposit the \$100 that you did not use. Deposit the cash at the Treasurer's office using your fund and account number **73103**.

Cash Advance Reconciliation

In addition, you have to include the excess cash on the report.
Click on Cash Advance, then Cash Advance Return

The screenshot shows a mobile application interface for adding expenses. On the left is a sidebar menu with the following items: 'Add Expenses', 'Create New', 'eWallet' (with sub-items: All, Trips, Credit Card, Cash Advance, Offline, Recycle Bin), and 'eReceipts' (with sub-item: Receipt Gallery). The 'Cash Advance' item is highlighted with a green dot. The main content area displays a grid of expense categories: AIR TRAVEL, GROUND TRANSPORTATION, HOTEL, MEALS, CONFERENCE / REGISTRATION FEES, MISCELLANEOUS, and CASH ADVANCE. The 'CASH ADVANCE' category is expanded to show two sub-options: 'CASH ADVANCE RETURN' and 'CASH ADVANCE'. The 'CASH ADVANCE RETURN' option is highlighted with a blue border and a blue arrow pointing from the text box on the left. A white box labeled 'Cash Advance Return' is positioned below the 'CASH ADVANCE RETURN' option.

Cash Advance Reconciliation

 **Cash Advance Return**

Date: 01/23/2024 

Spent: 100.00  USD

Description: Returned Advance

Merchant (Optional):

For all Cash Advance requests, please attach the authorized pre -authorization (PA) form (in pdf format) for the related trip.

Allocation

307073 62540 Student Government

[+ Add Allocation](#)

Attachments (0)  

Drag image here to upload [Add Attachments](#)

Populate all necessary information. Attach the receipt to this line item by clicking on 'Upload Attachments'. (**Reminder:** Deposit on transmittal form should be coded to account 73103.) Click 'save' when finished.

Cash Advance Reconciliation

2024 Mr. and Mrs. HBCU				
0 Comments 9 Attachments				
DATE	EXPENSE	SPENT	PAY ME	
Tue 01/23/2024	 Cash Advance Cash Advance	-1,000.00 USD	-1,000.00	
Tue 01/23/2024	 Miscellaneous - Other	900.00 USD	900.00	
Tue 01/23/2024	 Cash Advance Return	100.00 USD	100.00	

Expense Report 010035663744	Total Pay Me Amount 0.00 USD	<input type="button" value="Submit"/>
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The report total is now zero. You received a \$1,000 cash advance, you used \$900 for student per diem and the difference of \$100 which was not used was deposited into your fund and account 73103 via the Treasurer's Office. The **CASH ADVANCE RETURN** tile is **ONLY** used for funds that are returned to the University. You may submit your report.