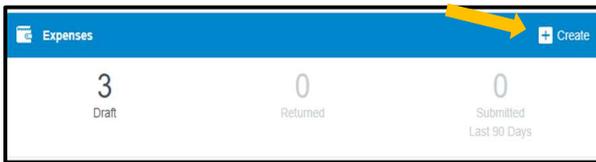


Requesting a Cash Advance

All requests for cash advances must be requested and submitted through an Expense Report in Chrome River. Per the [Travel Advance Policy](#), travel advances are allowed to cover out-of-pocket travel expenses expected to be reimbursed to the employee. Requests must be submitted in Chrome River 10 days prior to the departure date of the trip. The traveler must attach a copy of a fully approved Pre-Approval and the [Acknowledgment of Financial Responsibility Form](#) (Promissory Note)

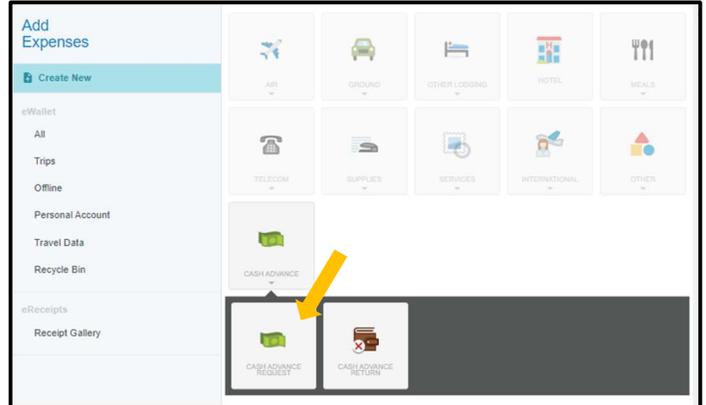
Note: Cash Advance requests are only available for university employees. Students and Non-WM Affiliates may not request a travel advance.

1. To create a cash advance request, click the **+Create** button on the Navigation Bar of the **Expenses** section.



2. Complete the Expense Report Header for the trip and **Save**.

3. From the Add Expenses window (the + with the circle), select **Cash Advance** and **Cash Advance Request**.



4. Enter Today's Date as the **DATE** of the request and enter the amount requested in the **AMOUNT** field. Choose the appropriate **ALLOCATION**.

Note: For allocations, there are only two options to choose for the index.

- W&M Advances – W1Y0261
- VIMS Advances – V1Y0261

5. Attach the Acknowledgement of Responsibility Form and click on the Promissory Note check box on the form.



Note: The Acknowledgement of Responsibility Form (Promissory Note) and be found on the Receivables and Collections Website under "Forms" or click the link in beginning of this document.

CHROME RIVER QUICK GUIDE: REQUESTING A CASH ADVANCE AND/OR CASH ADVANCE RETURN

- The fully approved Pre-Approval must be attached in PDF form using the "Add Attachment" feature on the expense report. When you click **Submit**, the system will populate a compliance warning "Pre-Approval is Required"- Input "See attached" in the comment text box and **Submit**.

Important: The Pre-Approval CANNOT be added using the system Pre-Approval dropdown or using the Add Pre-Approval Report feature. If you do attach incorrectly, the system will send a Warning entailing that you must submit the PDF manually.

The Cash Advance Request is routed to the Accounts Receivable Manager for approval. After approval, your cash advance balance piggy bank will update with the approved cash advance request amount in Chrome River.

Clearing a Cash Advance

After the travel has occurred, you will need to submit an Expense Report adding all appropriate travel expenses for reimbursement. (For more detailed explanation of creating and completing an Expense Report, see the Creating an Expense Report in the Quick Guides)

After you submit your expense report with all expenses, it will be routed for audit and approval from the Travel Office. Once the Travel Office approves the expense report, the cash advance will automatically deduct from the expense report.

Cash Advance Return Request

If you obtained a travel cash advance, but were unable to attend the planned travel, you must return the money back to the university and submit a Cash Advance Return to update your Chrome River piggy bank balance.

If the Total Pay Me Amount is <\$0, funds are owed to the university, and you should return the money back to the university and submit a Cash Advance Return to update your Chrome River piggy bank balance.

To pay back the university:

- Paying the Cashier's Office in Blow Hall the amount to be returned to the university. (Cashier's Office accepts cash, check, cashier's check or money order.
- Keep the receipt for the payment and submit a Cash Advance Return in Chrome River.

To Submit a Cash Advance Return:

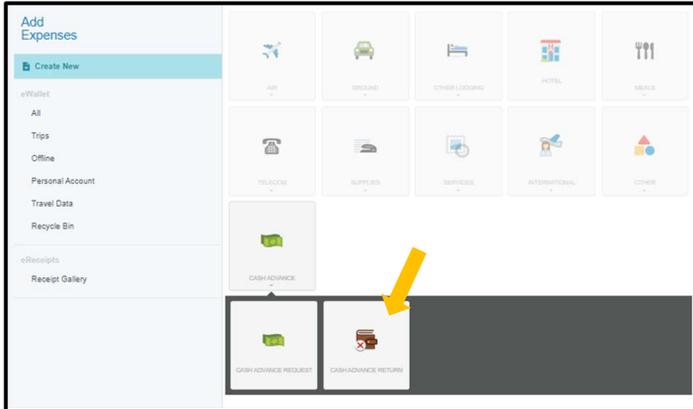
- Click the **+Create** button on the Navigation Bar of the **Expenses** section.



- Complete the Expense Report Header for the return and **save**.

- From the Add Expenses window, select **Cash Advance** and **Cash Advance Return**.

CHROME RIVER QUICK GUIDE: REQUESTING A CASH ADVANCE AND/OR CASH ADVANCE RETURN



4. Enter Today's Date as the **DATE** of the request and enter the amount requested in the **AMOUNT** field. Choose your appropriate **ALLOCATION**.

Note: For allocation, there are only two options to choose for the index:

- W&M Advances – W1Y0261
- VIMS Advances – V1Y0261

The screenshot shows the 'Cash Advance Return' form. At the top right are 'Cancel' and 'Save' buttons. The form fields are: Date (02/14/2023), Amount (50.00 USD), Business Purpose (Returning the remaining amount back to the university- Paid receipt attached.), Promissory Note (checkbox), and Allocation (W1Y0261 LOCAL Travel Advances).

5. Attach the payment receipt that was received from the Cashier's Office and **Save**.

This screenshot is identical to the previous one, showing the 'Cash Advance Return' form with the same values: Date (02/14/2023), Amount (50.00 USD), Business Purpose (Returning the remaining amount back to the university- Paid receipt attached.), and Allocation (W1Y0261 LOCAL Travel Advances).

6. **Submit** the Expense Report.

This will update your Cash Advance Piggy Bank Balance in Chrome River.