



Cash Advance Changes

Expense reports will no longer be automatically applied toward cash advances. With the new functionality, campus users submitting expense reports will be able to select the cash advance to apply the expense report towards. Additionally, campus users will be able to reconcile expense reports to apply toward cash advances throughout the duration of the trip, as well as within 10 business days after.

If the transactions do not apply toward an outstanding cash advance, the user will be required to provide a brief statement explaining why they do not apply. Detailed instructions are outlined in the [Requesting, Reconciling, Withdrawing and Returning Unused Funds from a Cash Advance](#).

Contact Information

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