FINANCE: Applying an Expense Against a Cash Advance

1. After you have created your expense report and validated the information, select the Review and Submit.
2. The Expense Report Summary page is displayed.
3. If you have an outstanding Cash Advance, click on Cash Advance.

4. The Apply Cash Advance screen is displayed.

5. Enter the amount to be applied, then click Apply.
6. Once you validate the information again, click Submit.
7. A submission confirmation window pops up and click **Submit**
8. The expense report is now submitted for approval.
9. The **My Expense Reports** page is where you can view the status of your expense report. The status will initially display **Submission in Process** and will change to **Submitted for Approval**.