FINANCE: Creating a Cash Advance

- A Cash Advance is a means for an institution to provide funds to an employee prior to their travel.
- A Cash Advance may be granted to an employee to minimize the impact of business travel on the employee’s personal finances.
- Cash Advances may be provided for meals and lodging, as well as for mileage and other transportation costs which are normally reimbursable.
- Check with your institution to determine what they allow Cash Advances for and what accompanying documentation is required.
SAMPLE: Conference in Ottawa

1. Log onto My.Seneca using your username and password
2. Click on Employees
3. Click on i3 Portal
4. Click on Travel and Expenses tile

![Travel & Expenses](image)

5. Click on the Cash Advances tile

![Cash Advances](image)

6. The Cash Advance screen with the Empl ID (Employee ID) field is pre-populated with your employee’s ID and then click Add
7. The Create Cash Advance screen is displayed
8. Click the Business Purpose drop-down and select Conference

![Create Cash Advance](image)

9. In the Advance Description enter Conference in Ottawa
10. Click the Source drop-down and select the currency source System Generated – CAD

FINANCE: Creating a Cash Adavance
11. Enter the **Description** Conference in Ottawa and **Amount** 300
12. Click **Attachments** for any supporting documents

13. The **Advance Amount** will display the total amount for the request 300.00 CAD
14. Click **Save for Later** to finish the report at another time. Note: a Report ID is generated upon saving
15. Check the box and **Submit Cash Advance**
16. The **Submit Confirmation** is displayed, click **OK**
17. Your cash advance is submitted for approval