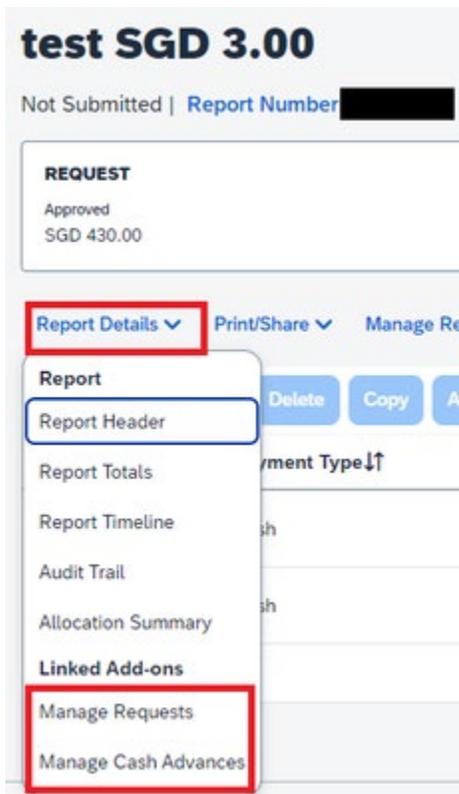


## Adding Cash Advances to an Expense Report & Returning a Balance

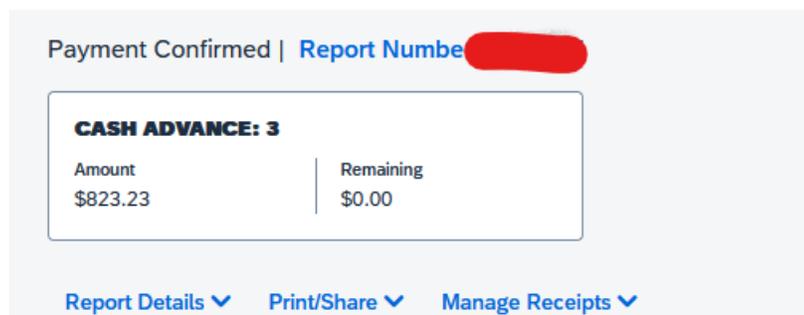
\*ALL CASH ADVANCES MUST BE APPLIED TO AN EXPENSE REPORT AND SUBMITTED

To add a cash advance to an expense report:

1. Create an expense report as usual.
2. **To add cash advance:** you can go to **report details >> manage cash advances >> choose the advance to add>>add cash advance >> done.**



3. You will then see the cash advance listed on the report page.



4. After assigning the cash advance to the report, enter each expense and attach its receipt as you normally would. The balance is determined by the amount of cash or out-of-pocket expenses that you enter on the report. When you submit the report for approval, the system will notify you if you are required to enter a Cash Advance Return (any unused portion of the cash advance).

**To return a balance**, create a New Expense with **Expense Type 13614** and enter the amount due the university. Once submitted, the cash advance details will appear on the report page. If funds are due back, the receipt showing repayment of the funds must be attached as backup on the report.

The preferred repayment method is to use the [Online Repayment](#) option to pay by credit card.

The remaining balance may also be paid to The George Washington University by check and must include the Report Key or Report Name & Date in the check's memo line. Checks should be mailed to:

**The George Washington University AP Lockbox**  
**P.O. Box 826600**  
**Philadelphia PA 19182-6600**