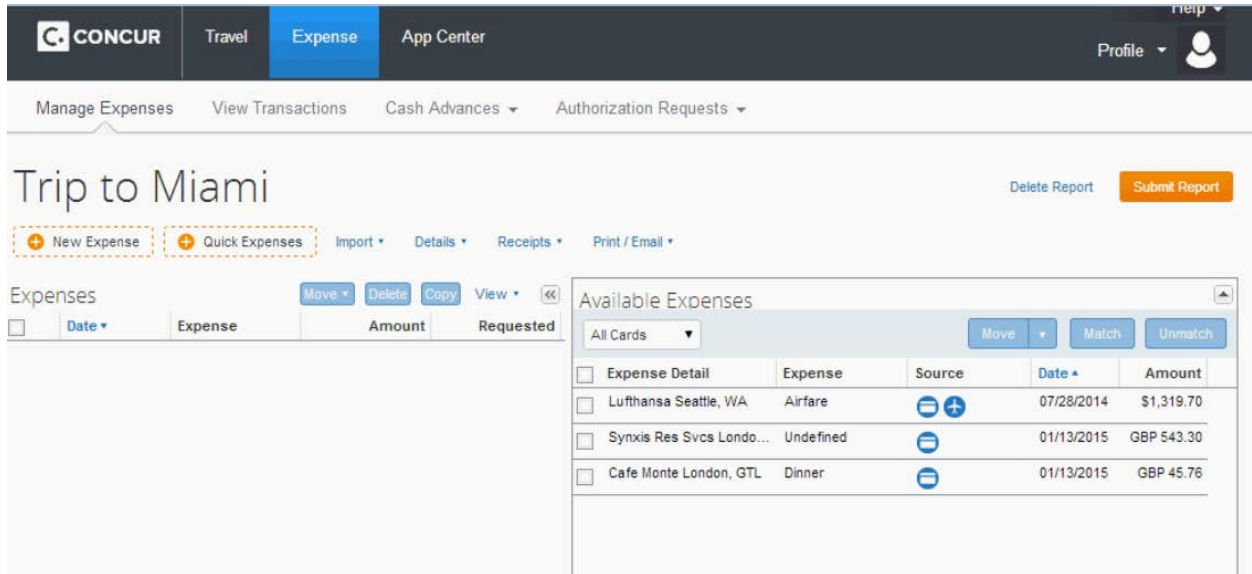


Adding Cash Advances to an Expense Report & Returning a Balance

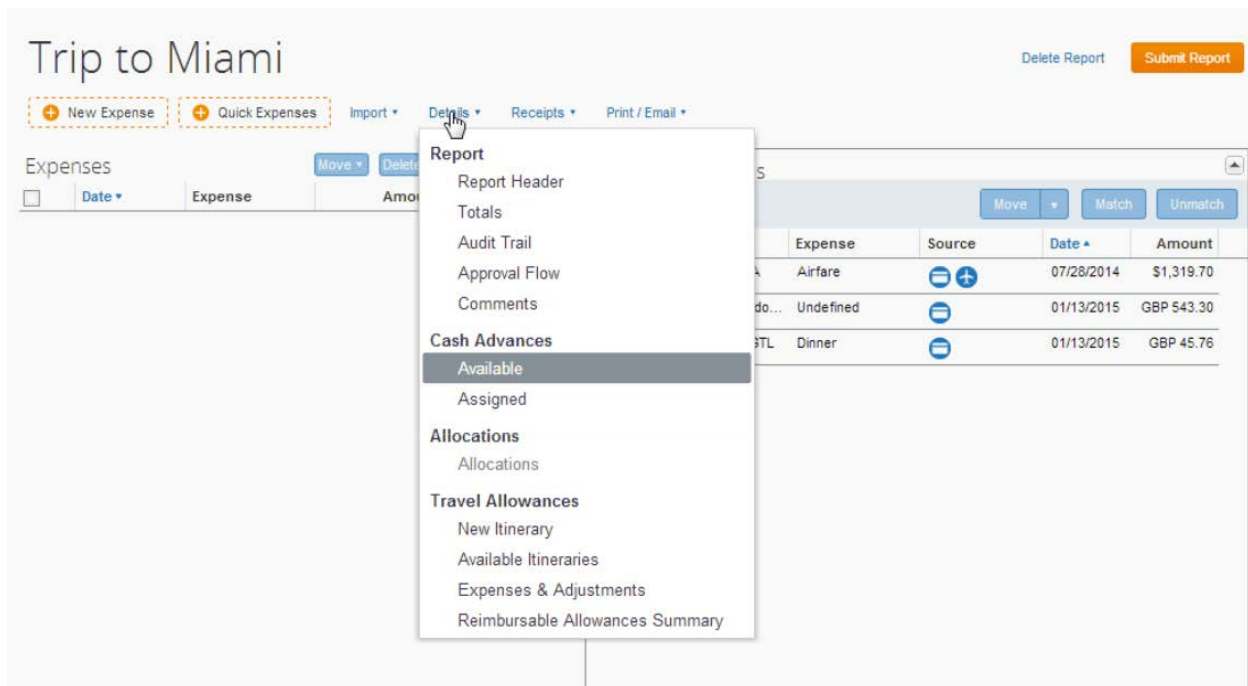
* ALL CASH ADVANCES MUST BE APPLIED TO AN EXPENSE REPORT AND SUBMITTED

To add a cash advance to an expense report:

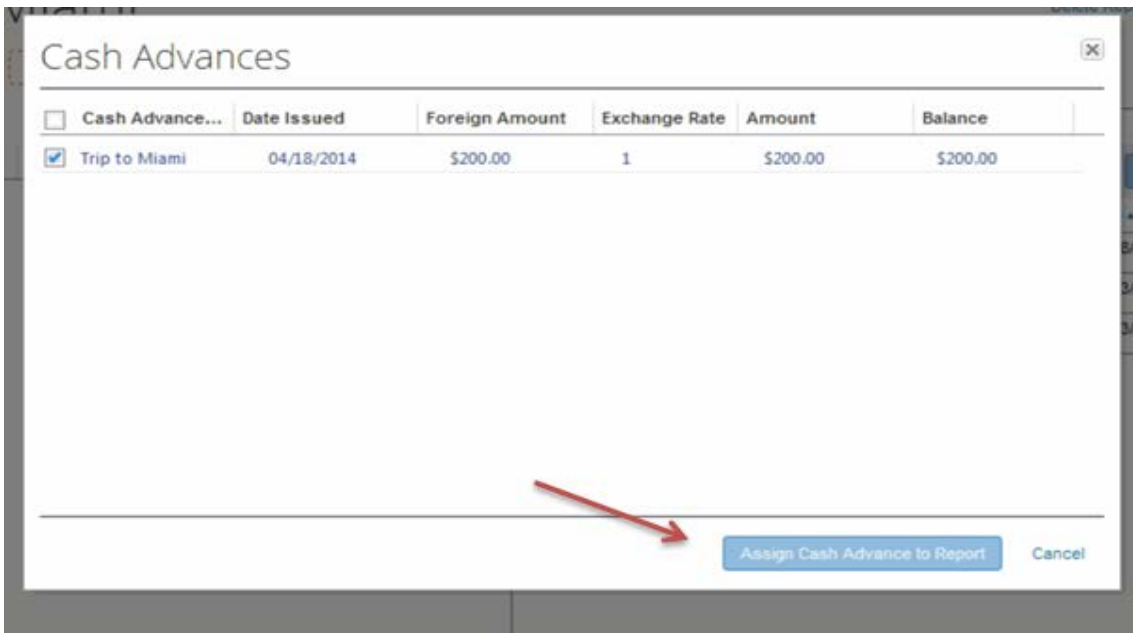
1. Create an expense report as usual.



2. On the expense report page, click **Details > Cash Advances > Available**. The **Cash Advances** window appears.



3. Select the cash advance you want and click **Assign Cash Advance to Report**



* To confirm that your cash advance has been added to the report, click the blue **i** icon in the lower left of the report page. A pop-up window will show the cash advance status.

4. After assigning the cash advance to the report, enter each expense and attach its receipt. 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), as shown below.

iBuy Expense Reporting System Applying Cash Advance

Remaining Balance Due to GW

Test Report for Training

Expenses

Date	Expense	Amount	Requested
09/10/2014	55151-ADVERTISING Baltimore, Maryland	\$35.45	\$35.45
08/25/2014	53103-PERSONAL CAR MILEAGE	\$43.51	\$43.51
04/18/2013	53102-US BUSINESS MEALS TUSCANY ORD 20258448, Chicago	\$10.48	\$10.48
04/12/2013	53104-US LODGING EXPENSE AMERICAN 00123780901560, Dall...	\$982.79	\$982.79
04/08/2013	53103-US LOCAL TRANSPORTA COLONIAL PARKING #1QPS, Wash	\$12.00	\$12.00
02/16/2013	54412-ELECTRICAL SUPPLIES FRAGERS HARDWARE, Washingtor	\$41.39	\$41.39

After the entire expense report is complete, verify the Outstanding Advance Amount.
Any Remaining Balance must be added as an expense line

OUTSTANDING ADVANCE	TOTAL AMOUNT	TOTAL REQUESTED
\$21.04	\$1,125.62	\$1,125.62

New Expense

1. Select Expense Type
13614-CASH ADVANCE RETURN

Transaction Date: 09/21/2014

Business Purpose: [] Vendor Name: []

City: [] Payment Type: Out of Pocket

Amount: 21.04 USD
2. Enter Outstanding Advance Amount or Balance

Comment: [] Form Attached: []

Cash Advances Assigned to Report

Cash Ad...	Foreign A...	Exchan...	Amount	Balance	Amount Used in Report
Test Cash...	\$100.00	1.00000...	\$100.00	\$21.04	\$78.96

3. Click Save

Save Attach Receipt Cancel

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.

The remaining balance must 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