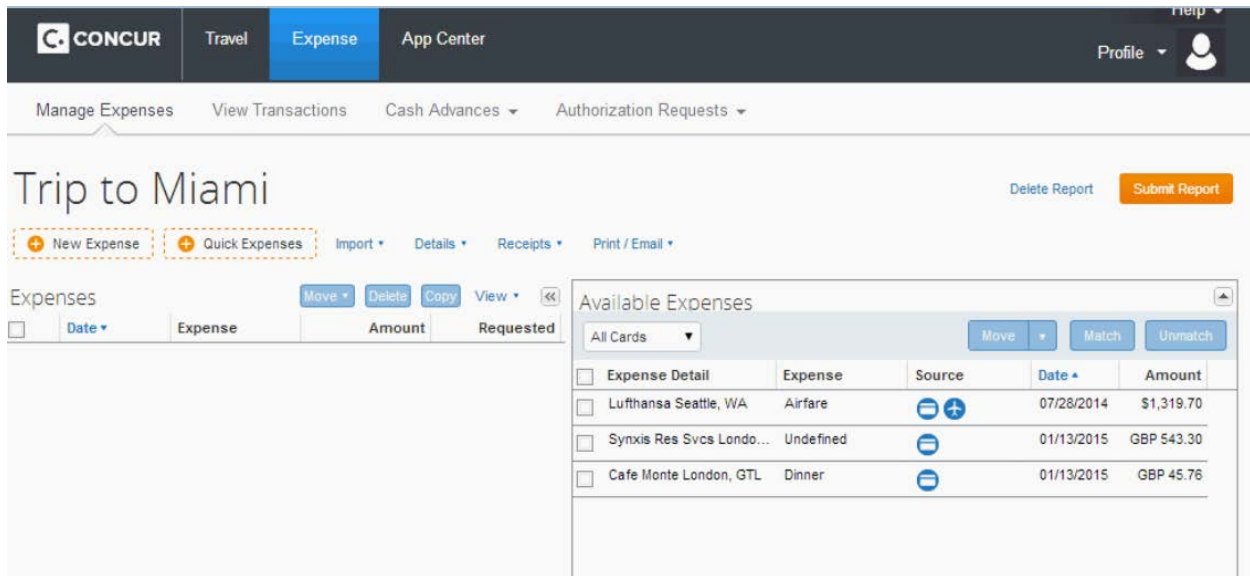


# Adding Cash Advances to an Expense Report & Returning a Balance

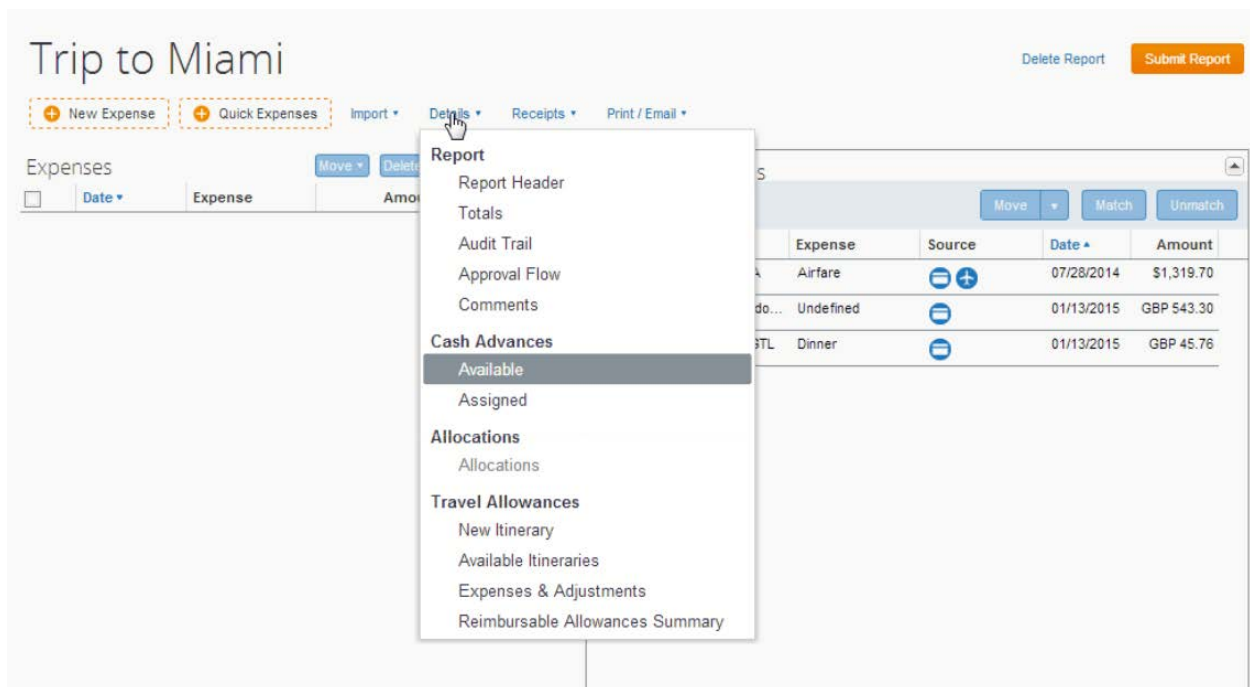
\*ALL CASH ADVANCES MUST BE APPLIED TO AN EXPENSE REPORT AND SUBMITTED

To add a cash advance to an expense report:

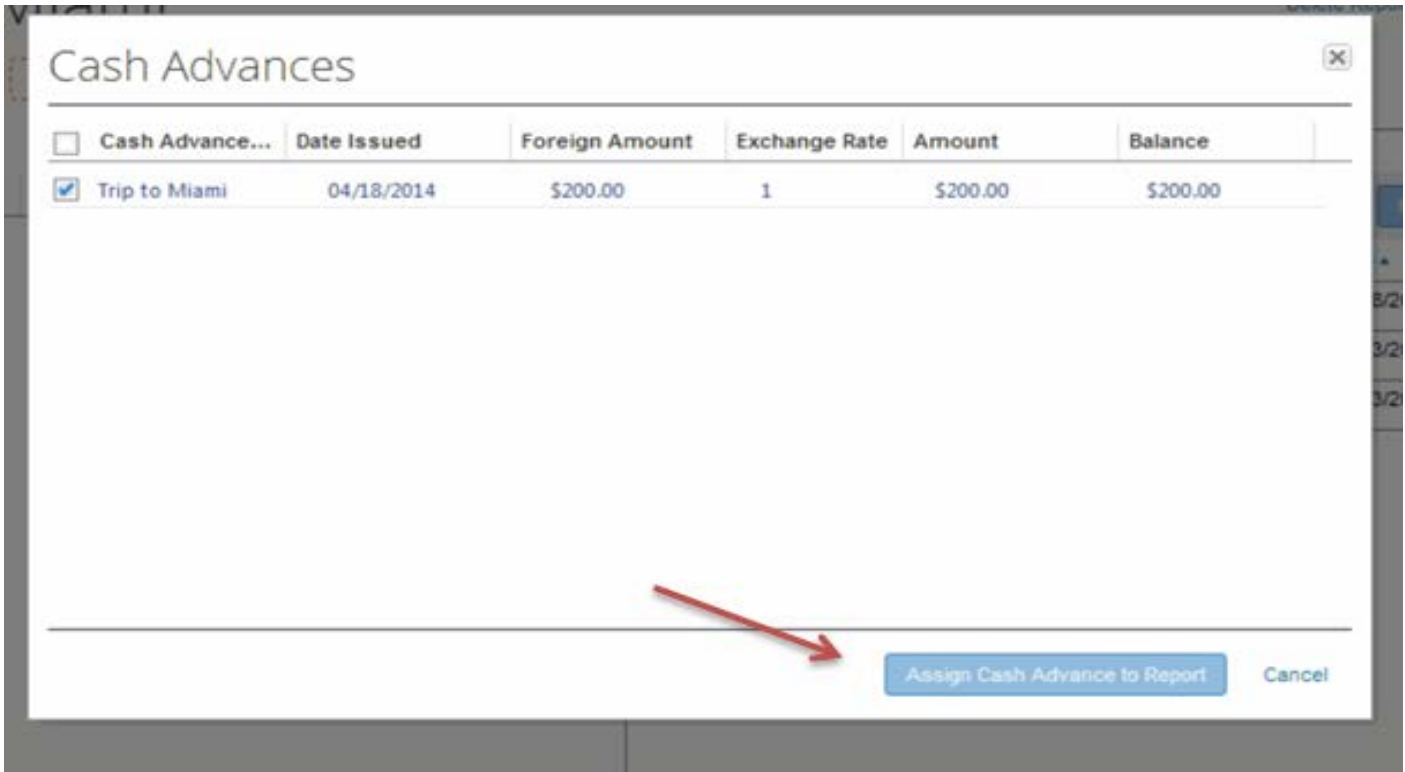
1. Create an expense report as usual.




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  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** Delete Report Submit Report

New Expense 
  Quick Expenses 
 Add Card Charges 
 Details 
 Receipts

Expenses	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	09/10/2014	55151-ADVERTISING Baltimore, Maryland	\$35.45	\$35.45
<input type="checkbox"/>	08/25/2014	53103-PERSONAL CAR MILEAGE	\$43.51	\$43.51
<input type="checkbox"/>	04/18/2013	53102-US BUSINESS MEALS TUSCANY ORD 20258448, Chicago	\$10.48	\$10.48
<input type="checkbox"/>	04/12/2013	53104-US LODGING EXPENSE AMERICAN 00123780901560, Dallas	\$982.79	\$982.79
<input type="checkbox"/>	04/08/2013	53103-US LOCAL TRANSPORTATION COLONIAL PARKING #1QPS, Wash	\$12.00	\$12.00
<input type="checkbox"/>	02/16/2013	54412-ELECTRICAL SUPPLIES FRAGERS HARDWARE, Washington	\$41.39	\$41.39

1. Select Expense Type  
 13614-Cash Advance Return

2. Enter Outstanding Advance Amount or Balance  
 21.04

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

3. Click Save

Cash Advances Assigned to Report					
Cash Ad...	Foreign A...	Exchan...	Amount	Balance	Amount Used in Report
Test Cash...	\$100.00	1.000000...	\$100.00	\$21.04	\$78.96

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

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 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**