Adding Cash Advances to an Expense Report & Returning a Balance

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

To account for a cash advance on an expense report:

1. In the expense report, click either:
   
   - The View link in the top banner
   - or –
   - Report Details drop-down menu > Manage Cash Advances

2. On the Cash Advances page, either:
   
   - Use a cash advance that appears on the page
   - or –
   - Click Add. The Available Cash Advances page appears
     - Select the desired cash advance
     - Click Add to Report
3. After adding 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).

**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