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**

![Cash Advances](image)

*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.

![Remaining Balance Due to GW](image)
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