

**Accounting Services
e-Reimbursement
Cash Advance Activation Request**

Traveler Information:

Last Name: _____ First Name: _____

Employee ID: _____ Appointment End Date: _____

Department ID: _____

Activate the e-Reimbursement cash advance feature. If this person terminates employment prior to using a cash advance, the Divisional office must take the responsibility to obtain reimbursement for the cash advance via a check to the University.

Remove access to the cash advance function for the above named individual effective: _____

Divisional Office: _____

Authorized By (name): _____ Phone Number: _____

E-mail the completed form to: BusCashAdv@bussvc.wisc.edu. Allow a minimum of three business days before the traveler submits a Travel Authorization/Cash Advance for the account to be activated.