

How to Request an e-Reimbursement Cash Advance (Traveler Role)

An e-Reimbursement Cash Advance may be obtained by individuals conducting official UW – Madison business when other payment methods are not practical or allowable. Please review [Policy 302 - Cash Advances](#) for more information.

Note: Prior to requesting an e-Reimbursement cash advance, the Traveler's profile must be activated for cash advances. Travelers who have not been activated for cash advances will not receive the prompt to request a cash advance upon submission of their travel authorization. In order to activate a profile for cash advances, complete the [Cash Advance Activation/Deactivation Request Form](#).

- 1) Create a Travel Authorization that includes all anticipated expenses. See [How to Work with Travel Authorizations in e-Reimbursement](#).
- 2) Click the **Save for Later** button and then click the **Submit** button.
- 3) After confirming the travel authorization, the Traveler will be prompted for a cash advance. Click the **Yes** button to request the cash advance. To submit the travel authorization without a cash advance click the **No** button.

Note: Cash Advances cannot be added to a travel authorization once it has been submitted.

Would you like a cash advance in the amount of \$1244.00? (32000,221)

NOTE: A cash advance is available for the portion of the Travel Authorization allocated to "Personal Funds." If you would like to adjust your Travel Authorization before accepting the Cash Advance, please click "No" and then "Cancel" on the following screen.



- 4) Read the accountability statement. If you agree to the terms, click the **OK** button. If you do not agree with the terms and, therefore, do not want the cash advance, click the **Cancel** button, then resubmit and click the **No** button when prompted again for a cash advance.

Acknowledgement and Statement of Accountability

I understand and agree to the following:

- This cash advance may only be used to pay expenses incurred while performing services as an employee of the University of Wisconsin.
- This cash advance must be reconciled within 30 days of the completion of the related trip.
- If a portion of the cash advance was unused, it must be returned to the University of Wisconsin within 30 days of the completion of the trip.
- If the related trip is cancelled, the cash advance must be returned to the University of Wisconsin immediately.
- If the cash advance is not reconciled or repaid within 30 days, the University of Wisconsin reserves the right to deduct the amount from my next paycheck and/or take legal action.



- 5) After submission of the travel authorization, a cash advance ID number will be assigned and linked to the travel authorization. For more information about the payment of the cash advance, please see [How are e-Reimbursement Payments Received?](#)