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.

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.

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?