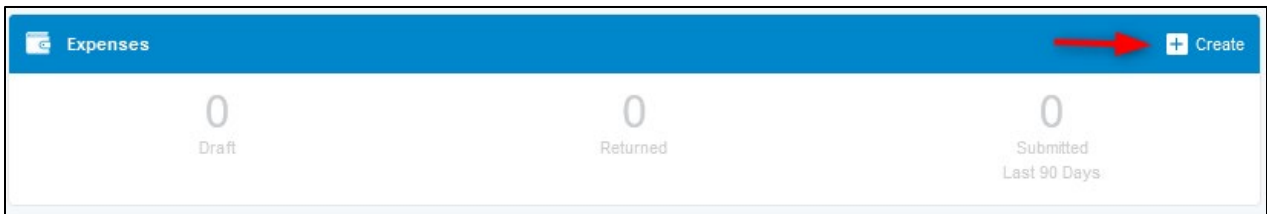


General Travel Advance Information

1. Cash advance requests for travel must be submitted via Chrome River. Such requests route to the requester's supervisor, vice president, and to the vice president of administration and finance. Cash advances are included in the weekly Accounts Payable check runs and their associated direct deposits appear in requesters' bank accounts on Friday. It is the responsibility of the requester to initiate the request early enough to allow time for approval and processing. Requesters can track their cash advances using the Tracking button in Chrome River.
2. The following must be attached to every cash advance request in Chrome River:
 - a. A trip itinerary that lists travel dates and destinations
 - b. A proposed itemized budget
 - c. A list of all students participating in the trip.
3. Cash advances are paid via direct deposit. Accounts Payable direct deposit differs from Payroll direct deposit. Directions for enrolling in Accounts Payable direct deposit are available on the Accounts Payable website at: www.kent.edu/accounts payable/expreimdd
4. Cash advance recipients must obtain itemized receipts for all travel expenditures made with advanced funds, including but not limited to meals, lodging, and transportation. The receipts must be attached to the final travel reimbursement reconciliation.
 - a. It is the responsibility of cash advance recipient to become familiar with university travel policy 7-02.8 and understand its requirements as well as restrictions and procedures related to all applicable schools, departments, divisions, sponsored programs, etc.
 - b. Questions regarding such restrictions can be directed to the appropriate financial or program manager or Accounts Payable.
5. Within five days of returning to the university, cash advance recipients must submit an expense report, to reconcile the cash advance and related expenditures, via Chrome River. After submitting the report:
 - a. If travel expenses are less than the amount of the advance, submit a personal check written to KENT STATE UNIVERSITY to Accounts Payable.
 - b. If travel expenses exceed the amount of the advance, a reimbursement payment will be issued.

Requesting a Cash Advance in Chrome River (Before Travel)

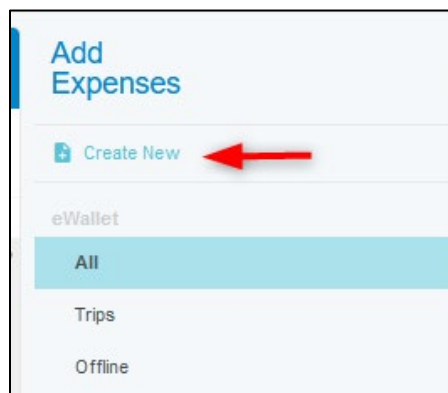
1. Within Chrome River, click on the **Create** button on your Expenses ribbon.



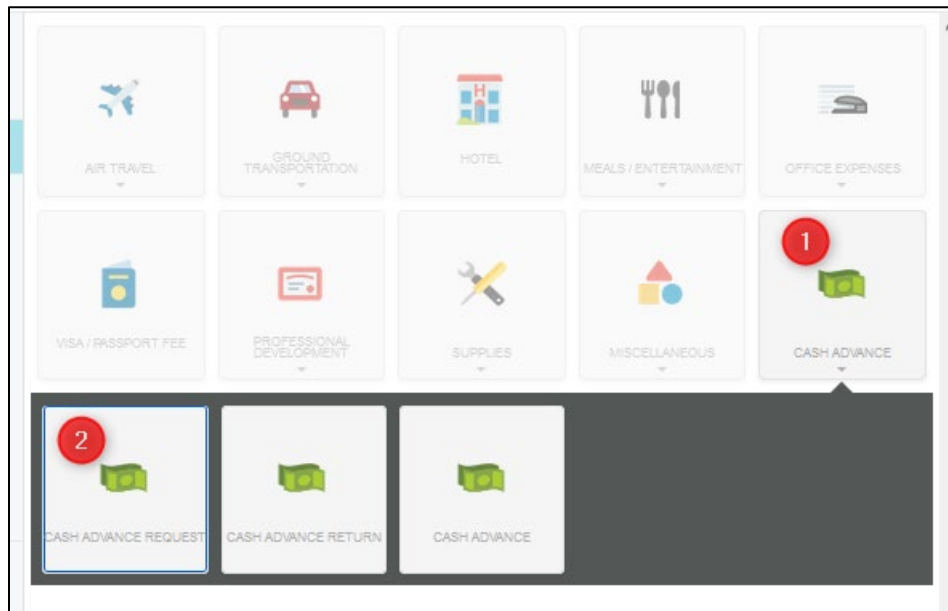
2. Complete the report header fields and then click **Save**.

A screenshot of the 'Expenses For' form in Chrome River. The form has a light blue header with a 'Save' button and a red arrow pointing to it. Below the header, there is a section for 'Import from Pre-Approval' with an 'IMPORT PRE-APPROVAL' button. The main form fields are: 'Report Name' (Cash Advance - New Orleans April 2022), 'Pay Me In' (USD - US Dollars), 'Start Date' (04/01/2022), 'End Date' (04/08/2022), 'Business Purpose' (Conference), and 'Report Type' (Student Group Travel). Red arrows point to each of these fields.

3. Select **Create New**, in the Add Expenses column.



4. Click on the **CASH ADVANCE** tile and then click on **CASH ADVANCE REQUEST**.



5. Complete the required fields and attach your trip itinerary, budget, and list of students who are attending the trip. **Do not change the entry in the Allocation field. It must read CASH ADVANCE CASH ADVANCE CASH ADVANCE.** Then click **Save**.

The screenshot shows the 'Cash Advance Request' form. The form includes the following fields and elements:

- Date:** 03/16/2022
- Amount:** 1,500.00 USD (marked with a red circle '1')
- Business Purpose:** Student life conference (marked with a red circle '2')
- Description (Optional):** This is an annual conference... (marked with a red circle '3')
- Allocation:** CASHADVANCE CASHADVANCE CASHADVANCE
- Attachments (0):** Includes a 'From Receipt Gallery' button and an 'Upload Attachments' button (marked with a red circle '4').
- Buttons:** 'Cancel' and 'Save' (marked with a red circle '5').

6. Click **Submit**.

The screenshot shows the Chromeriver mobile application interface. At the top, there is a blue header bar with a back arrow, the text 'Expenses For', and a plus icon. Below this, the title 'Cash Advance - New Orleans April 2022' is displayed, along with '0 Comments' and '1 Attachments'. A table lists the expenses:

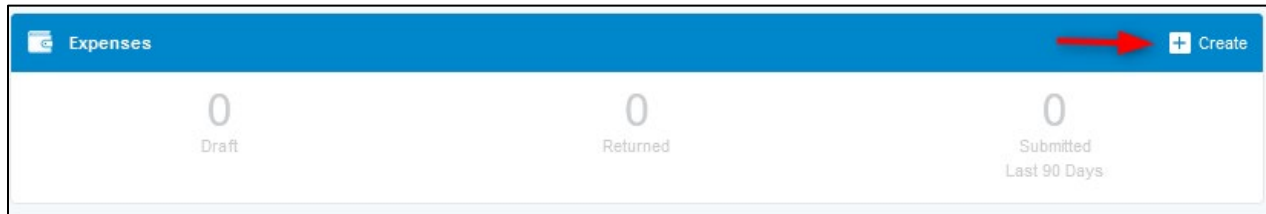
DATE	EXPENSE	SPENT	PAY ME
Wed 03/16/2022	Cash Advance Request	1,500.00 USD	1,500.00 ✓

At the bottom of the screen, there is a summary section with the following details:

- Expense Report: QA0025648233
- Total Pay Me Amount: **1,500.00** USD
- A green **Submit** button, which is highlighted by a red arrow.

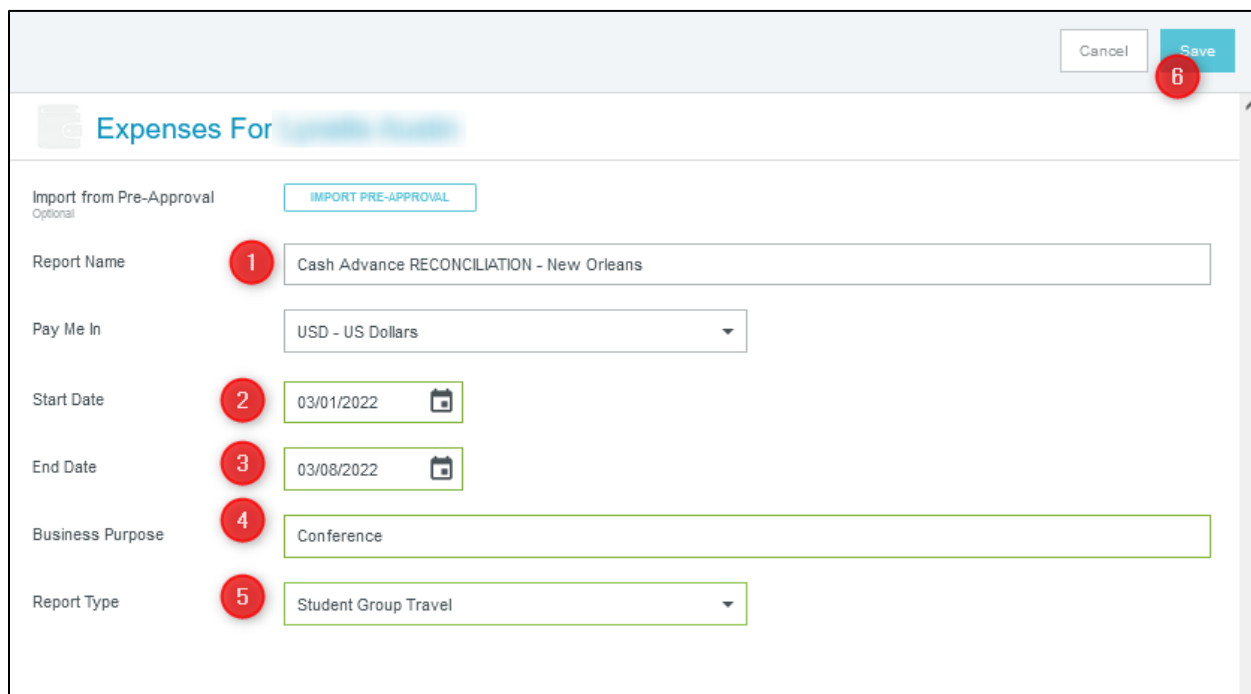
Reconciling a Cash Advance in Chrome River (After Travel)

1. Within Chrome River, click on the **Create** button on your Expenses ribbon.



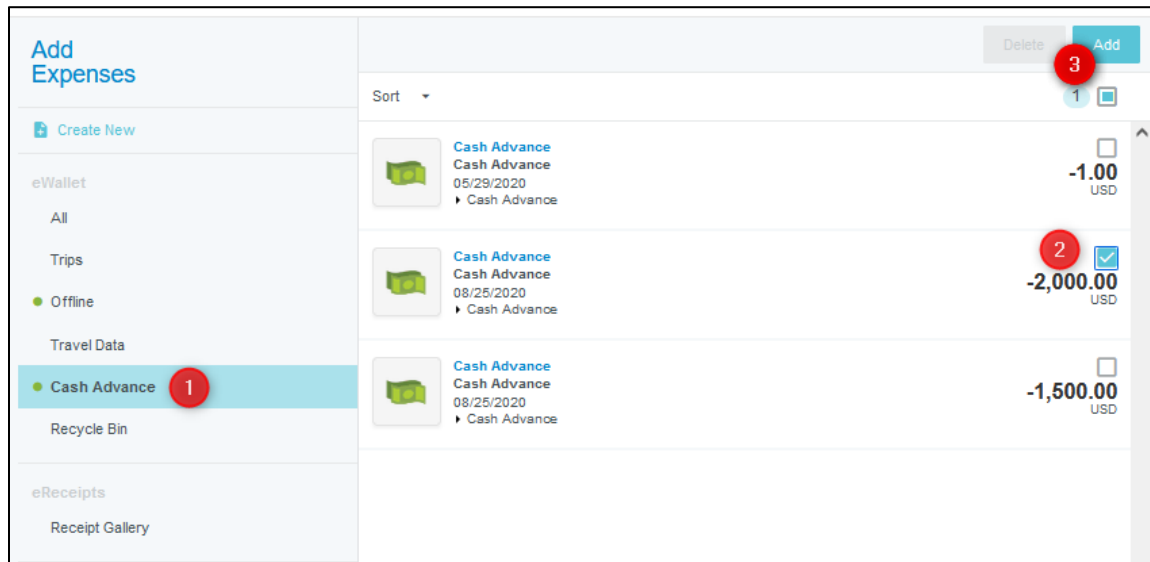
The screenshot shows the 'Expenses' ribbon in Chrome River. The ribbon is blue with a white 'Expenses' label on the left. On the right, there is a '+ Create' button. A red arrow points to this button. Below the ribbon, there are three status indicators: '0 Draft', '0 Returned', and '0 Submitted Last 90 Days'.

2. Complete the report header fields and then click **Save**.



The screenshot shows the 'Expenses For' form in Chrome River. The form has a header with 'Expenses For' and a blurred account name. Below the header, there is a section for 'Import from Pre-Approval' with an 'IMPORT PRE-APPROVAL' button. The main form fields are: 'Report Name' (1) with the value 'Cash Advance RECONCILIATION - New Orleans', 'Pay Me In' (USD - US Dollars), 'Start Date' (2) (03/01/2022), 'End Date' (3) (03/08/2022), 'Business Purpose' (4) (Conference), and 'Report Type' (5) (Student Group Travel). At the top right, there are 'Cancel' and 'Save' buttons. A red circle with the number 6 is next to the 'Save' button.

3. Under Add Expenses, click on **Cash Advance** to see a list of your outstanding cash advances. Then select the appropriate cash advance from the column on the right, before clicking the **Add** button.



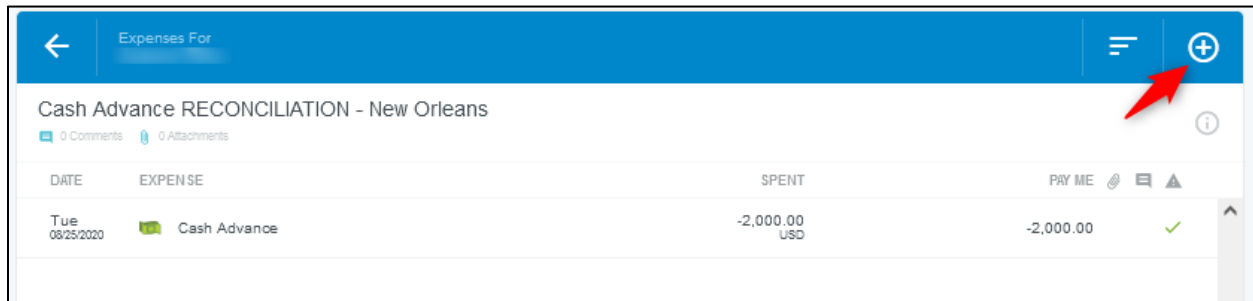
4. When the Cash Advance expense form opens, click the **Save** button.

The screenshot shows the 'Cash Advance' form. At the top right, there are 'Cancel' and 'Save' buttons. A red arrow points to the 'Save' button. The form fields are: Date (08/25/2020), Amount (-2,000.00 USD), and Business Purpose (Conference).

Field	Value
Date	08/25/2020
Amount	-2,000.00 USD
Business Purpose	Conference

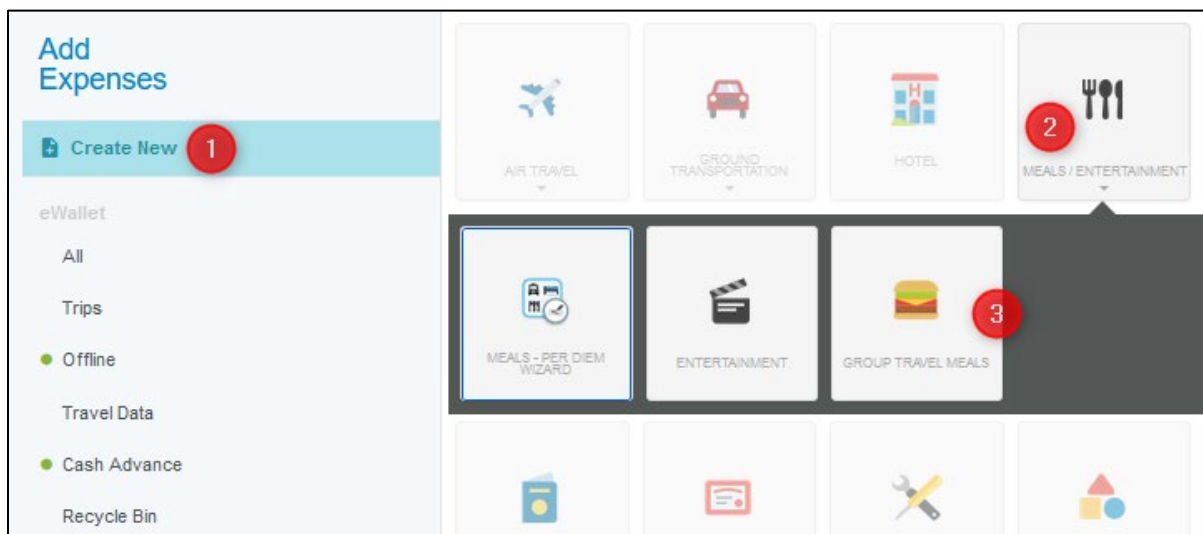
5. Add each of your expenses to the report.

a. Click the plus sign that is at the top of the panel on the left.



DATE	EXPENSE	SPENT	PAY ME
Tue 08/25/2020	Cash Advance	-2,000.00 USD	-2,000.00 ✓

b. Under Add Expenses, select **Create New**, click on the appropriate expense tile, and then select the appropriate expense.



- c. Complete all required fields, attach your receipt and enter the index to be charged in the Allocation field (do not leave it as CASHADVANCE CASHADVANCE CASHADVANCE), before clicking **Save**.

Group Travel Meals

Date: 03/01/2021

Amount: 90.87 USD

Business Purpose: Coffee and beignets

Description:

Merchant: Cafe du Monde

Tip Amount: 0

Tip Percent: 0.00

Please type the Index you would like to search for in the allocation box below. As you type, a drop down list of matching items will be displayed for selection

Allocation

100304 Controller INDEX: 100304 - Controller

+ Add Allocation

Guests (1)

Internal Add Guests

Upload CSV

Internal x Kent State University

100 % 90.87

100 % 90.87

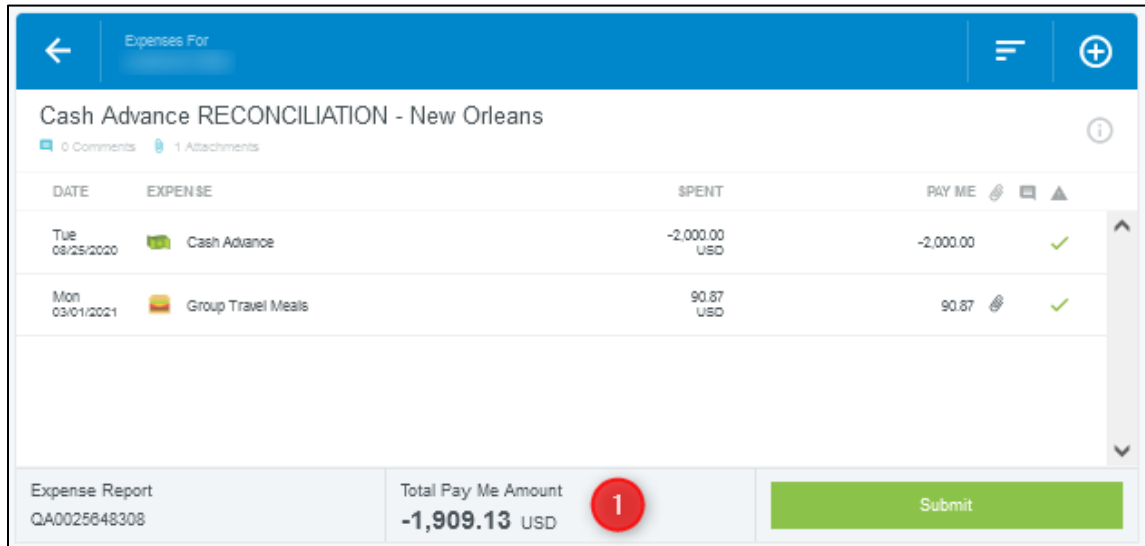
Attachments (0)

Drag image here to upload Add Attachments

6. When you have finished entering all expenses:

- If the university owes you money (i.e., if your expenditures were greater than the amount of the cash advance), click **Submit** on your report. Once it is approved, you will receive an expense reimbursement payment via direct deposit.
- If you owe the university money (i.e., if the amount of the cash advance exceeded the expenditures), see Step 7.

7. This step should only be taken if your total expenditures were less than the amount of the cash advance and the **Total Pay Me Amount** is negative.



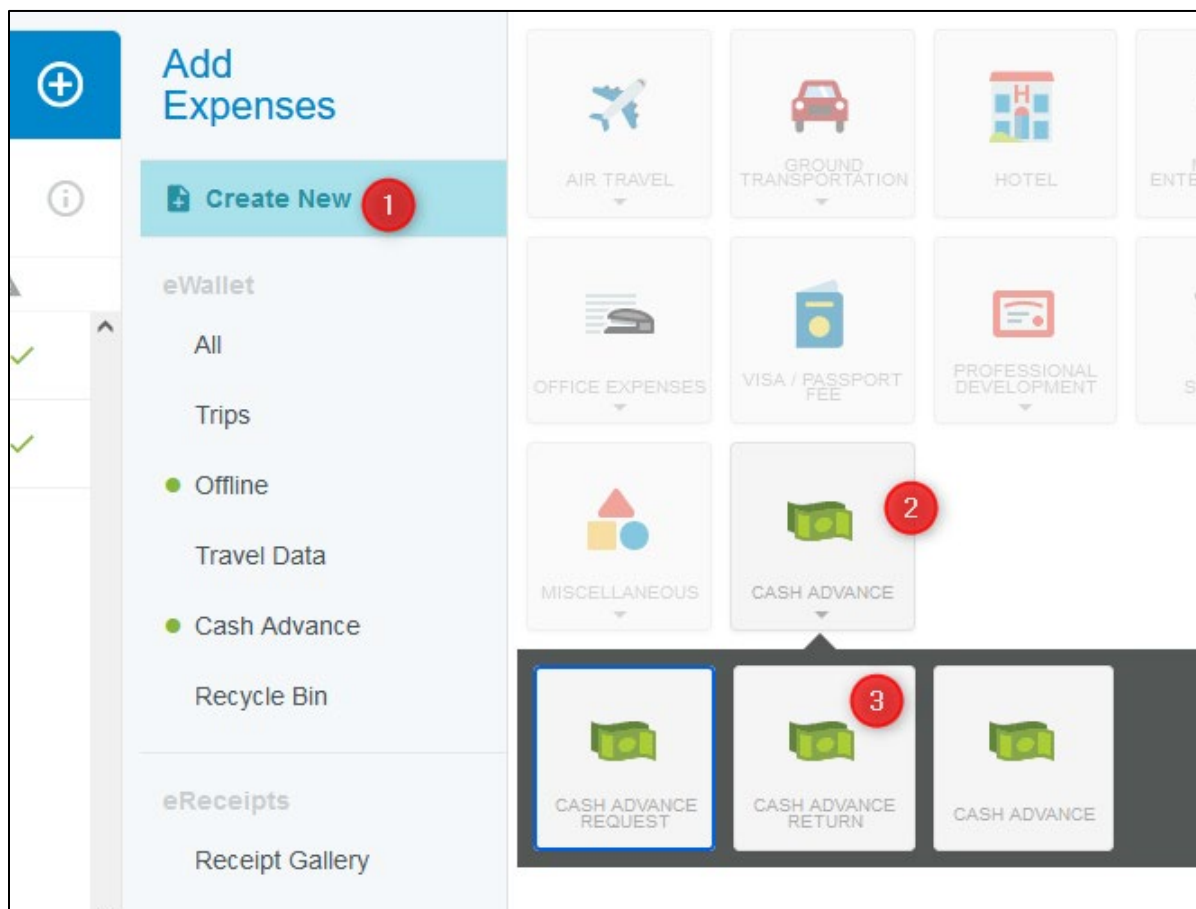
DATE	EXPENSE	SPENT	PAY ME
Tue 08/25/2020	Cash Advance	-2,000.00 USD	-2,000.00 ✓
Mon 03/01/2021	Group Travel Meals	90.87 USD	90.87 ✓

Expense Report QA0025648308

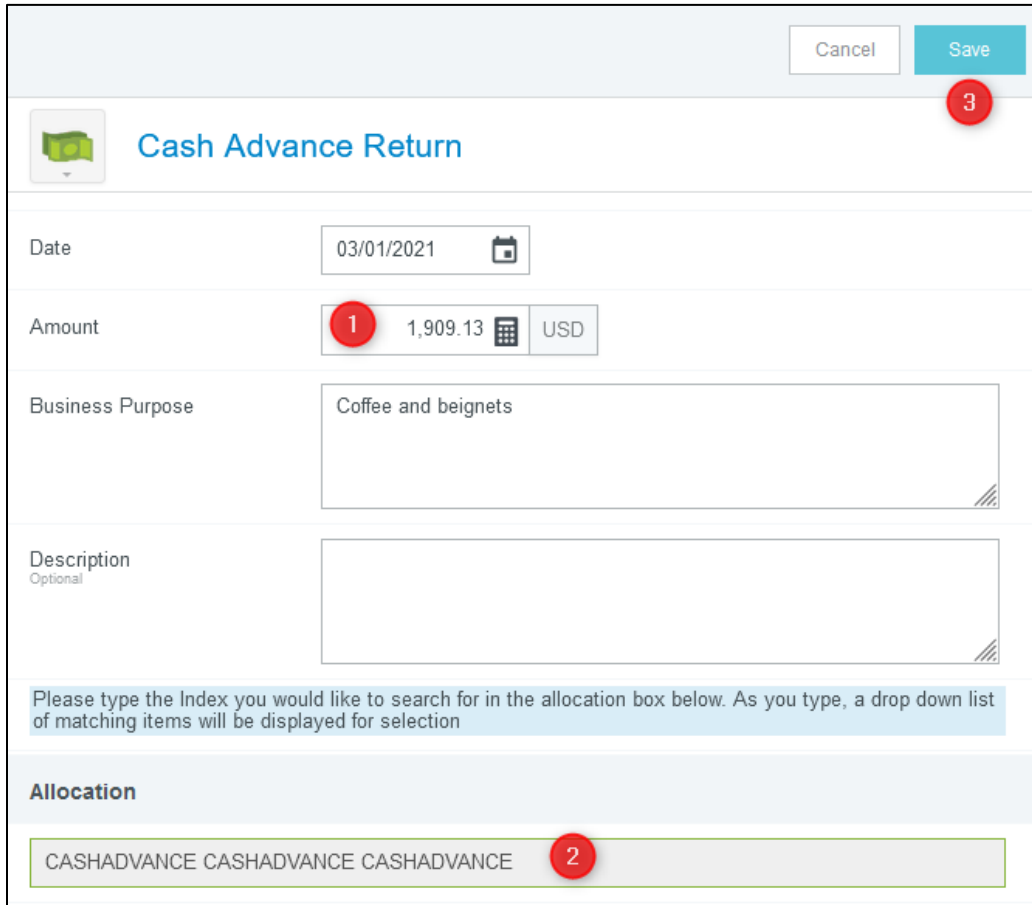
Total Pay Me Amount **-1,909.13 USD** 1

[Submit](#)

- a. On the Add Expenses menu, click **Create New**, choose **CASH ADVANCE**, and then select **CASH ADVANCE RETURN**.



- b. Enter the amount of money that you are returning to the university. This should be the **Total Pay Me Amount**, expressed as a positive number. Note that the Allocation field must be left as CASHADVANCE CASHADVANCE. Click **Save**.



Cash Advance Return

Date: 03/01/2021

Amount: 1,909.13 USD

Business Purpose: Coffee and beignets

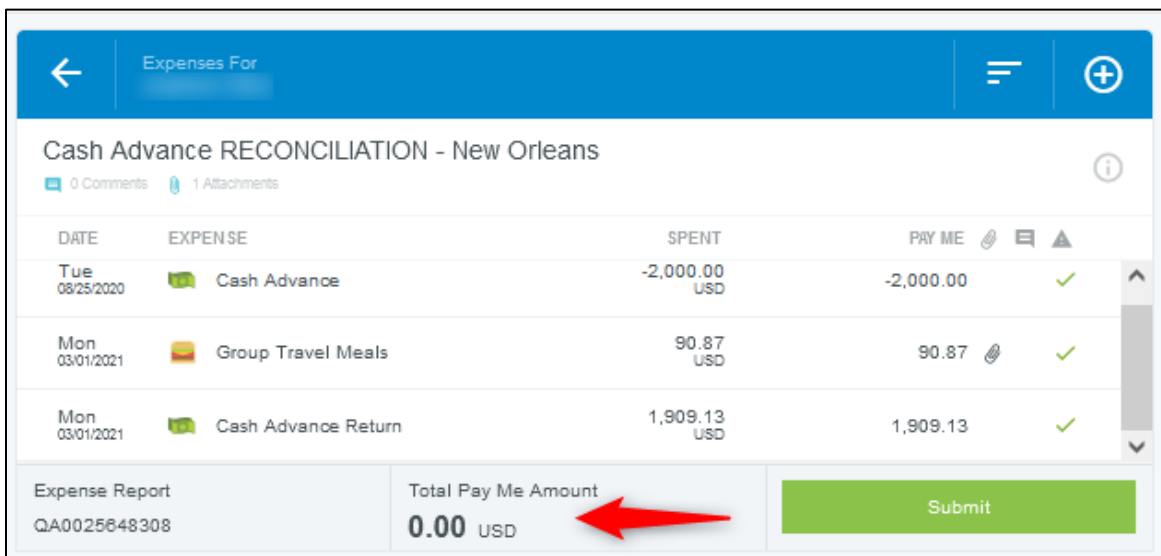
Description: Optional

Please type the Index you would like to search for in the allocation box below. As you type, a drop down list of matching items will be displayed for selection

Allocation

CASHADVANCE CASHADVANCE CASHADVANCE

- c. The **Total Pay Me Amount** should now be zero.



Expenses For

Cash Advance RECONCILIATION - New Orleans

0 Comments 1 Attachments

DATE	EXPENSE	SPENT	PAY ME
Tue 08/25/2020	Cash Advance	-2,000.00 USD	-2,000.00
Mon 03/01/2021	Group Travel Meals	90.87 USD	90.87
Mon 03/01/2021	Cash Advance Return	1,909.13 USD	1,909.13

Expense Report: QA0025648308

Total Pay Me Amount: 0.00 USD

Submit

- d. Write a check payable to **KENT STATE UNIVERSITY** for an amount equal to the **CASH ADVANCE RETURN** amount (\$1909.13 in the example above) and send it to **Accounts Payable**.
- e. Click **Submit** on your report.