

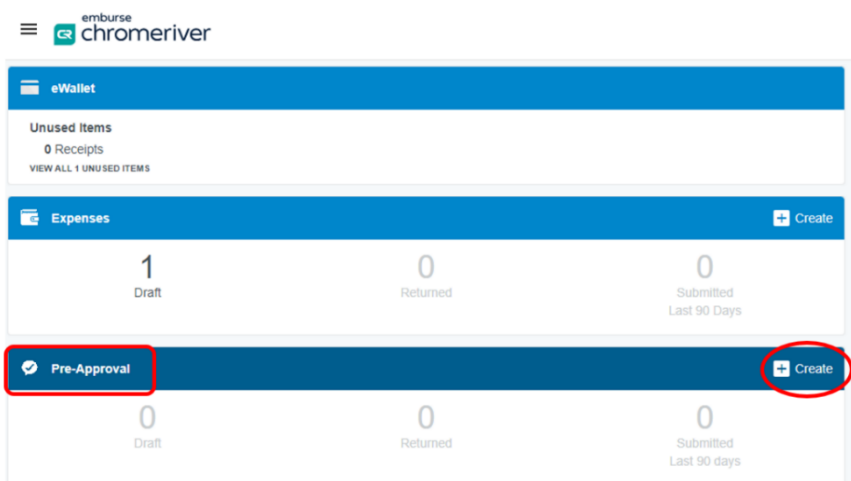
How to Request & Clear a Cash Advance

All cash advance requests are required to be completed in Chrome River. Cash advance requests are a three-step process, and each step is required to be completed to receive the funds in your bank account and is cleared from your Chrome River account once you have returned from your travel. Cash advance requests should only be completed prior to the purchase of goods or service.

To request a cash advance, please follow the steps below:

Step One: Obtain Pre-Approval to Request a Cash Advance

- In your Chrome River account, 'click' on the plus icon on the "Pre-Approval" banner.



IMPORTANT: ensure you are creating your pre-approval request under the "Pre-Approval" banner as the type of report you are creating is unable to be switched.

Pre-approval requests should be completed prior to paying for expenses.

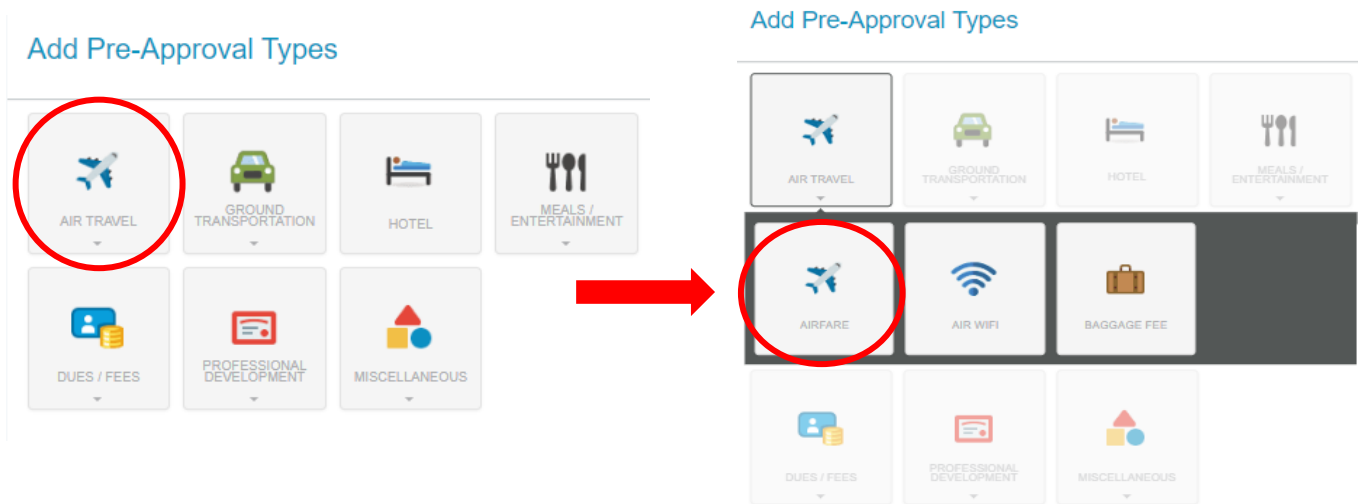
- Once you 'create' a Pre-Approval report, you will be prompted to fill out the report summary page. Upon completion, 'click' the "Save" button on the upper right-hand side.

The screenshot shows the 'Pre-Approvals Report Summary' page. At the top right, there are 'Cancel' and 'Save' buttons, with the 'Save' button circled in red. The page contains several input fields: 'Report Name' (text box), 'Start Date' (calendar icon, 08/18/2023), 'End Date' (calendar icon, 08/18/2023), 'Number of Days' (text box, 1), 'Pay Me In' (dropdown menu, CAD - Canada Dollars), 'Business Purpose' (text area), 'Report Type' (dropdown menu, -- Select --), and 'Fiscal Year' (dropdown menu, -- Select --). Below these fields, there is a note: 'Please type the FUND or DEPARTMENT 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 (ie 10 or 61234 or 10-61234)'. At the bottom, there is an 'Allocations' section with a 'Search for Allocation' text box.

Pre-Approvals Report Summary page:

- **Report Name** – use a title to indicate the type of expense(s) you are requesting cash advance for
- **Start & End Date** – field is automatically filled, but date range should reflect when expenses are anticipated to occur
- **Business Purpose** – provide reasoning for cash advance, should align with Trent's policies
- **Report Type** – select "Cash Advance Request"
- **Fiscal Year** – select the budget year your expenses should be applied against
- **Allocations** – indicate the fund and department account your cash advance should be applied against

- c. After the Pre-Approval summary page has been saved, limited expense types related to travel will become available to complete your Cash Advance request. To 'add' an expense type, 'click' on the expense category to access specific cash advance types.



- d. In the expense type details, 'type' in the "Estimated Amount" you expect to be spent for the good or service required and provide additional details about the expense in the "Description."

Cancel Save

Airfare

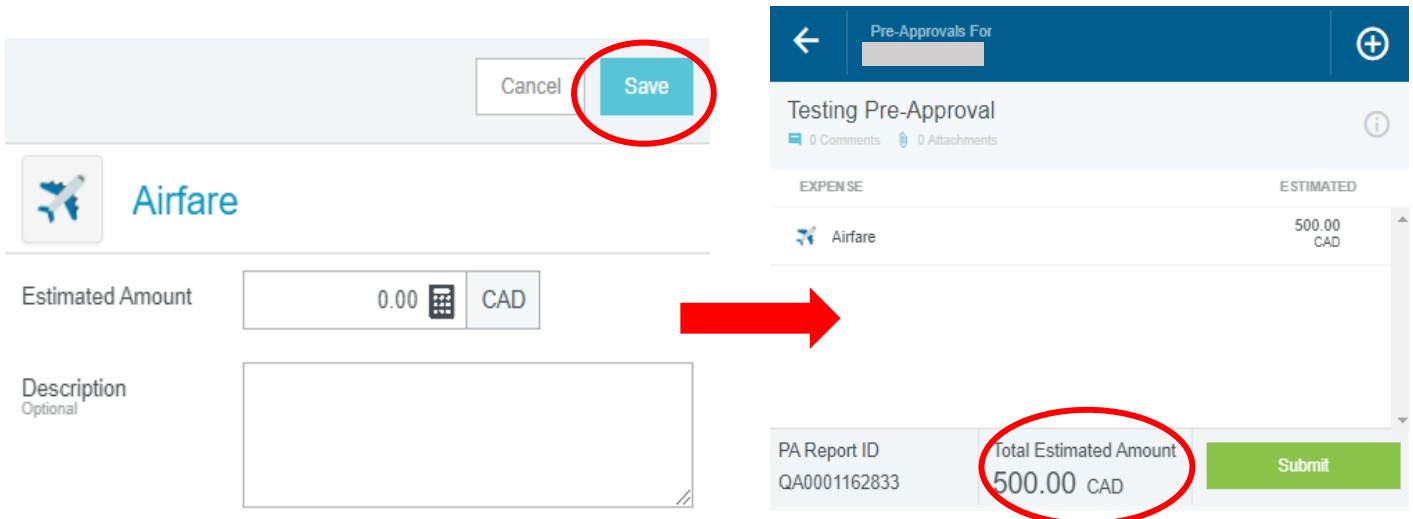
Estimated Amount CAD

Description
Optional

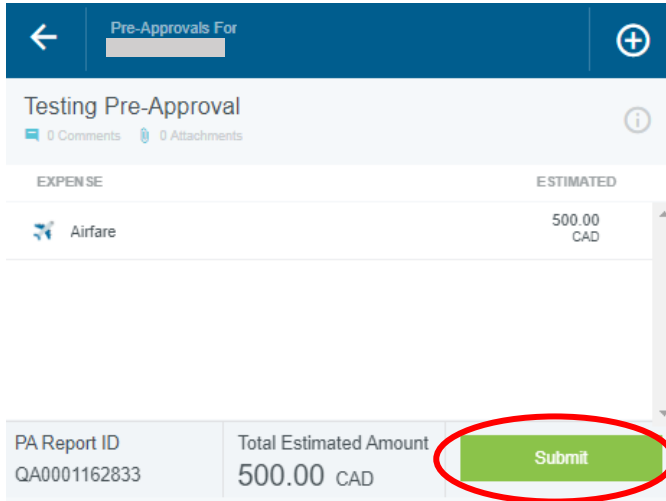
Note: no receipts are required to be attached as the charge for the good or service should not have been paid out-of-pocket at this point.

However, additional information (e.g. invoices, quotes, event agenda, etc.) may be requested to support the request for funds.

- e. 'Click' the "Save" button on the upper right-hand side of the expense type details. This new expense will be added to the expense summary page and the "Total Estimated Amount" will increase.



- f. To include additional expenses you anticipate incurring, 'click' on the plus sign to return to the list of expense types. Repeat the process (i.e., steps c to e) until all anticipated expenses have been captured. Once all anticipated expenses have been captured in your report, 'write' down the "PA Report ID" number and 'click' on the "Submit" button.



IMPORTANT: the "PA Report ID" number is required to be used to complete your Cash Advance request.

Your Cash Advance Request will be automatically routed for approval based on the allocation budget selected on the Pre-Approvals Report Summary page.

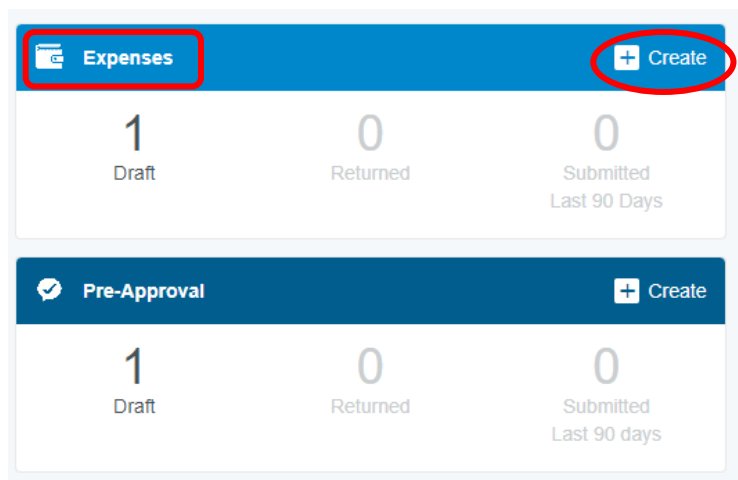
Step Two: Complete an Expense Report to Deposit Funds

After requesting pre-approval for the funds, an expense claim for a cash advance is required to be submitted for the funds to be deposited into your bank account and be applied to your Chrome River account.

Without this step being completed, the funds requested in the Pre-Approval will not be released to you.

To receive the funds in your bank account, follow the steps below:

- a. 'Click' on the "Create" button on the "Expenses" banner.



- b. Once you 'create' an Expense Report, you will be prompted to fill out the report summary page. Upon completion, 'click' the "Save" button on the upper right-hand side.

The screenshot shows the 'Expenses For' form. At the top right, there are 'Cancel' and 'Save' buttons, with the 'Save' button circled in red. The form includes the following fields:

- Import from Pre-Approval (Optional): IMPORT PRE-APPROVAL button
- Report Name: Text input field
- Pay Me In: CAD - Canada Dollars (dropdown)
- Start Date: Date picker
- End Date: Date picker
- Fiscal Year: FY23 (dropdown)
- Business Purpose: Text input field
- Report Type: -- Select -- (dropdown)

Expense Report Summary page:

- **Report Name** – use a title to indicate the type of expense(s) you are requesting cash advance for
- **Start & End Date** – enter a date range encompassing your oldest to newest purchase dates
- **Fiscal Year** – select the budget year your expenses should be applied against
- **Business Purpose** – provide reasoning for cash advance, should align with Trent’s policies
- **Report Type** – select “Cash Advance Request”

- c. Only one expense type will be available to add to your Cash Advance Request. When you select this tile, you will be required to 'enter' the 12-digit Pre-Approval report ID number along with the amount and allocation for the Cash Advance Pre-Approval you previously requested.

The screenshot shows the 'Add Expenses' menu. The 'CASH ADVANCE REQUEST' tile is circled in red. Other options in the menu include eWallet, All, Trips, Cash Advance, Offline, Recycle Bin, eReceipts, and Receipt Gallery. A 'Submit' button is at the bottom left.

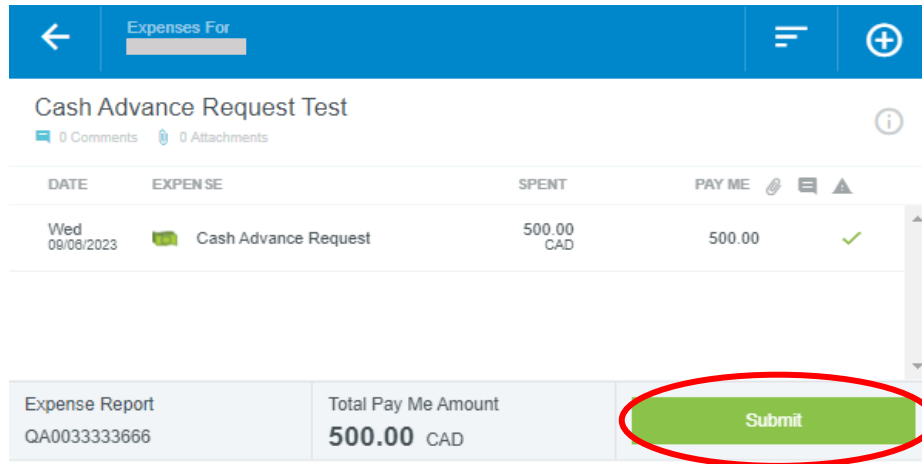


The screenshot shows the 'Cash Advance Request' form. The following fields are circled in red:

- Date: 05/02/2023
- Spent: 0.00 CAD
- Business Purpose: Cash Advance Request Test
- Description: (Optional)
- 12 digit Pre-Approval Report ID
- Allocation: Search for Allocation

Additional form elements include: Trent Policy States (Within 20 days of your return, you will submit original receipts AND/OR return funds to Financial Services for reimbursement/clearing of the advance), Attachments (0), and an 'Add Attachments' button.

- d. Once the cash advance request details have been added to the expense type, 'click' on the "Submit" button.



IMPORTANT: After the Cash Advance Request has been submitted, approved, and exported the cash advance will appear in your eWallet on your Chrome River account and the funds requested will be deposited into your bank account within 48 hours of receiving the automated email from Finance confirming the cash advance has been processed.

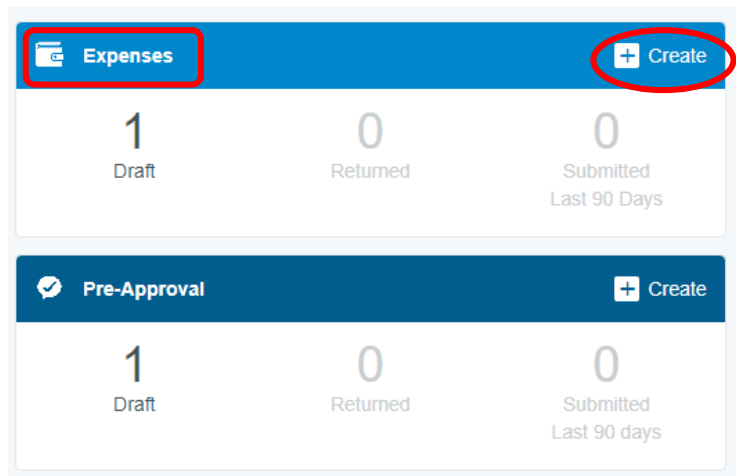
Step Three: Clear the Cash Advance from your Chrome River Account

After returning from your trip, a second Expense Report is required to be completed to record all expenses incurred with receipts. The standard method for requesting reimbursement will be followed with a few minor adjustments to ensure the Cash Advance previously paid to you is captured.

Note: only one expense claim can be associated with your Cash Advance Request. Please ensure all expenses associated with your cash advance request have been recorded on this final expense claim to clear the cash advance provided to you.

To clear the Cash Advance from your Chrome River account, follow the steps below:

- a. 'Click' on the "Create" button on the "Expenses" banner.



- a. Once you 'create' an Expense report, you will be prompted to fill out the report summary page. Upon completion, 'click' the "Save" button on the upper right-hand side.

The screenshot shows the 'Expenses For' form with the following details:

- Report Name: Testing Cash Advance
- Pay Me In: CAD - Canada Dollars
- Start Date: 09/01/2023
- End Date: 09/08/2023
- Fiscal Year: FY23
- Business Purpose: Testing Cash Advance
- Report Type: -- Select -- (dropdown menu is open showing: Professional Expense Funds (PEF), Canadian Expenses, International Expenses, Cash Advance Request)

Expense Report Summary page:

- **Report Name** – use a title to indicate the type of expense(s) you are requesting the cash advance for
- **Start & End Date** – enter a date range encompassing your older to newest purchase dates
- **Fiscal Year** – select the budget year your expenses should be applied against
- **Business Purpose** – provide reasoning for cash advance, should align with Trent’s policies
- **Report Type** – select “Canadian Expenses” or “International Expenses”

- b. Chrome River will prompt you to “Add Expenses.” Under your “eWallet,” ‘click’ on the “Cash Advance” subheading, to access the cash advance previously paid to you. ‘Select’ the cash advance and ‘click’ the “Add” button to apply the cash advance to your expense claim. Notice the negative “Total Pay Me Amount” which will be drawn down as you add expenses to your cash advance.

The screenshot illustrates the process of adding a cash advance to an expense report. On the left, the 'Add Expenses' screen shows the 'Cash Advance' option selected in the 'eWallet' menu. A red circle highlights the 'Add' button. A red arrow points to the 'Cash Advance Request' screen on the right, which displays a table with one entry and a 'Total Pay Me Amount' of -1,735.00 CAD. The table is as follows:

DATE	EXPENSE	SPENT	PAY ME
Wed 08/23/2023	Cash Advance	-1,735.00 CAD	-1,735.00

At the bottom of the 'Cash Advance Request' screen, the 'Total Pay Me Amount' is shown as -1,735.00 CAD, which is circled in red. A green 'Submit' button is also visible.

- c. 'Add' the expenses incurred to your claim to reduce the negative "Total Pay Me Amount." To add expenses, 'click' on the plus sign button for the list of expense types. 'Select' the expense type and complete the related expense fields. Complete this process for each receipt. For step-by-step guide on how to add expenses to your claim, please refer to the "How to Create an Expense Report (with Less Data Entry)" document.

The image shows two screenshots of the 'Cash Advance Request' interface. The left screenshot shows a 'Total Pay Me Amount' of -1,735.00 CAD. A red circle highlights the plus sign button in the top right corner. A red arrow points to the right screenshot, which shows a 'Total Pay Me Amount' of -1,235.00 CAD after adding an 'Airfare' expense.

DATE	EXPENSE	SPENT	PAY ME
Wed 08/23/2023	Cash Advance	-1,735.00 CAD	-1,735.00
Fri 09/01/2023	Airfare	500.00 CAD	500.00

Expense Report
QA0033333793

Total Pay Me Amount
-1,735.00 CAD

Submit

Expense Report
QA0033333793

Total Pay Me Amount
-1,235.00 CAD

Submit

- d. After recording all incurred expenses associated with your travel against your Cash Advance, the "Total Pay Me Amount" should be zero or a positive amount. 'Click' the "Submit" button.

The image shows a screenshot of the 'Cash Advance Request' interface. The 'Total Pay Me Amount' is now 0.00 CAD. The 'Submit' button is circled in red.

DATE	EXPENSE	SPENT	PAY ME
Wed 08/23/2023	Cash Advance	-1,735.00 CAD	-1,735.00
Fri 09/01/2023	Airfare	500.00 CAD	500.00
Tue 09/05/2023	Hotel TESTING	500.00 CAD	500.00
Tue 09/05/2023	Hotel - Lodging TESTING	500.00 CAD	500.00
Thu 09/07/2023	Car Rental	735.00 CAD	735.00

Expense Report
QA0033333793

Total Pay Me Amount
0.00 CAD

Submit

IMPORTANT - If funds are remaining (a negative "Total Pay Me Amount"), a cheque payable to Trent University with the account number where the original Cash Advance was allocated is required to pay the unused funds back to the University. Complete the step e below.

- e. Once the cheque is provided to Accounts Payable, and a receipt is issued to you showing proof of the funds returned to the University. On your Expense claim, 'add' a on "Cash Advance Return" expense line with the amount of the unused funds to bring the report to zero balance and the allocation budget for the original cash advance request. The report can then be submitted.

Add Expenses

Cash Advance Request

DATE	EXPENSE	SPENT	PAY ME
Wed 08/23/2023	Cash Advance	-1,735.00 CAD	-1,735.00
Fri 09/01/2023	Airfare	500.00 CAD	500.00
Tue 09/05/2023	Hotel TESTING	500.00 CAD	500.00
Tue 09/05/2023	Hotel - Lodging TESTING	500.00 CAD	500.00

Expense Report: QA0033333793

Total Pay Me Amount: **-735.00 CAD**

Submit

Add Expenses

- CREATE NEW
- eWallet
 - All
 - Trips
 - Cash Advance
 - Offline
 - Recycle Bin
- eReceipts
 - Receipt Gallery

CASH ADVANCE (highlighted in red circle)

Add Expenses

Cash Advance Request

DATE	EXPENSE	SPENT	PAY ME
Wed 08/23/2023	Cash Advance	-1,735.00 CAD	-1,735.00
Fri 09/01/2023	Airfare	500.00 CAD	500.00
Tue 09/05/2023	Hotel TESTING	500.00 CAD	500.00
Tue 09/05/2023	Hotel - Lodging TESTING	500.00 CAD	500.00
Thu 09/07/2023	Cash Advance Return	735.00 CAD	735.00

Expense Report: QA0033333793

Total Pay Me Amount: **0.00 CAD**

Submit

Cash Advance Return

Trent Policy States: Within 20 days of your return, you will submit original receipts AND/OR return funds to Financial Services for reimbursement/clearing of the advance.

Date: 09/05/2023

Spent: 735.00 CAD

Business Purpose: Cash Advance Request

Description: Optional

Please type the FUND or DEPARTMENT 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 (ie 10 or 61234 or 10-61234)

Allocation: 10-67140 OPERATING FINANCIAL SERVICES

Comments (0)

Attachments (1)