



Requesting a Cash Advance

1. Complete the **Request Header** of the Request you are entering and click **Create Request**.

Create New Request

Request Policy *
*MSU-Policy - RQ to Travel

Request/Trip Name *
902042540

Travelers 9-Digit MSU ID #
902042540

How will you book your trip? *
None Selected

Request/Trip Start Date *
MM/DD/YYYY

Request/Trip End Date *
MM/DD/YYYY

Destination City *
None Selected

Destination Country *
None Selected

Traveler Type *
Staff

Trip Type *
None Selected

Is this Group Travel - See tool tip.
None Selected

Nature of Unk. Business *
None Selected

Mode of Transportation *
None Selected

Fund *
Search by Code

Org *
Search by Text

Program *
Search by Code

Activity Code (If Required)
Search by Code

Division *
(BSA) Finance

Purpose of Trip *
None Selected

Comment

Cancel **Create Request**

2. Click **Request Details > Add Cash Advance** within the Request.

Request Details ▾

Request

Edit Request Header

Request Timeline

Audit Trail

Linked Add-ons

Add Cash Advance

3. Enter the amount needed in the **Cash Advance Amount** field.

New Cash Advance

Cash Advance Amount *
[Empty Field]

Currency *
US, Dollar

Cancel **Add Cash Advance**



4. Click **Add Cash Advance**.

New Cash Advance ✕

Cash Advance Amount *

Currency * ▼

[Cancel](#) [Add Cash Advance](#)

5. Add **Segments** and/or **Expenses**, and click **Submit Request**.

[Submit Request](#)