



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

How will you book your trip? *
None Selected

Destination City *
[Dropdown]

Trip Type *
None Selected

Mode of Transportation *
[Text]

Program *
[Dropdown] Search by Code

Request/Trip Name *
[Text]

Request/Trip Start Date *
MM/DD/YYYY

Destination Country *
[Dropdown]

Is this Group Travel - See tool tip.
None Selected

Fund *
[Dropdown] Search by Code

Activity Code (If Required)
[Dropdown] Search by Code

Travelers 9-Digit MSU ID #
902042540

Request/Trip End Date *
MM/DD/YYYY

Traveler Type *
Staff

Nature of Unk. Business *
None Selected

Org *
[Dropdown] Search by Text

Division *
[Dropdown] (BSA) Finance

Purpose of Trip *
[Text]

Comment
[Text]

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 *
[Text]

Currency *
US, Dollar

Cancel **Add Cash Advance**



- Click **Add Cash Advance**.

New Cash Advance

Cash Advance Amount *

Currency *

300.00

US, Dollar

Cancel

Add Cash Advance

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

Submit Request