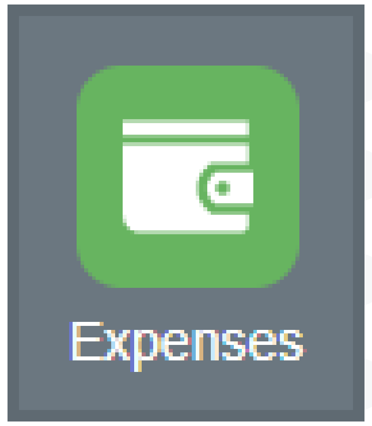
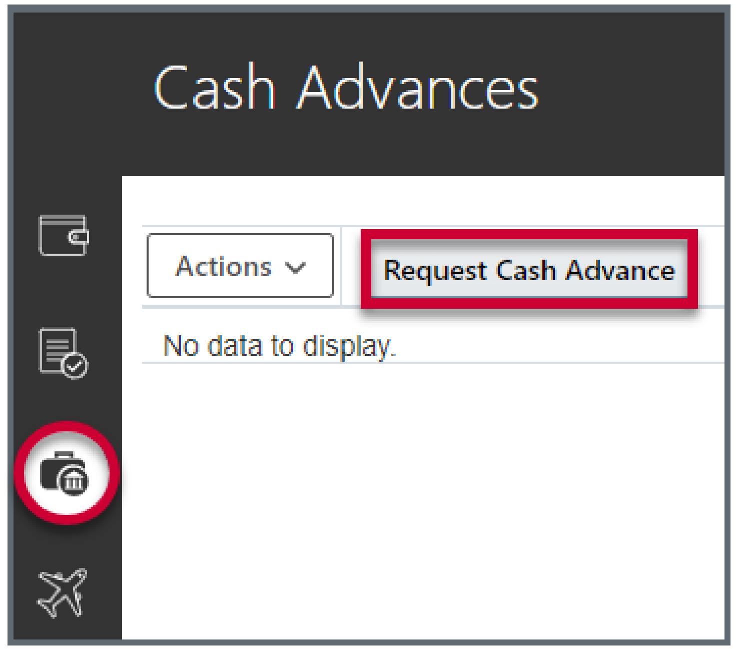
Requesting a Cash Advance

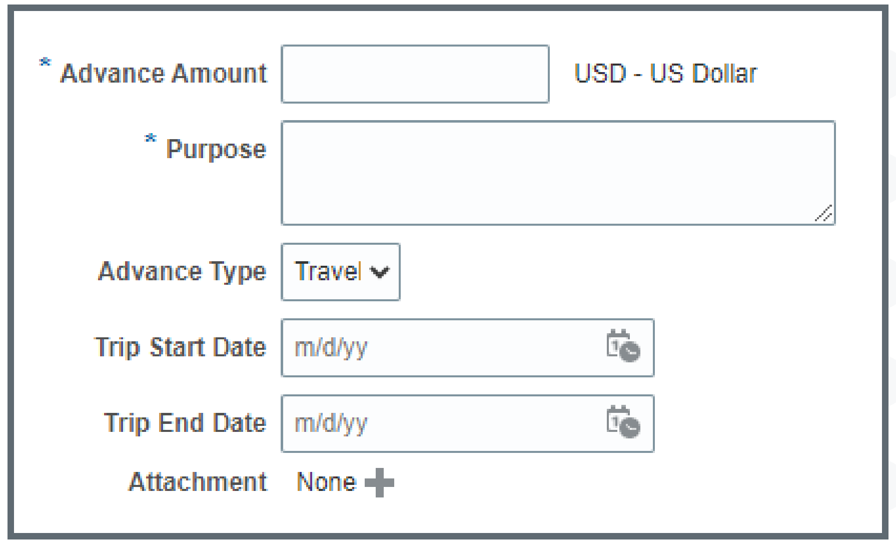
You can use the Financial Management System to request cash advances for work-related expenses that you are going to incur. Delegates cannot request a cash advance on behalf of someone else.

- **In the Expense tile, click the *'Cash Advances'* icon on the left side navigation, then *'Request Cash Advance'*.**





- **Enter the required fields - *Amount, Purpose, Type, Trip start and End date, and attach necessary backup justification.***



- **When all the items have been added to the report, click *'Save'* then *'Submit'* in the top right hand corner. This will send the request to the Finance Approver.**