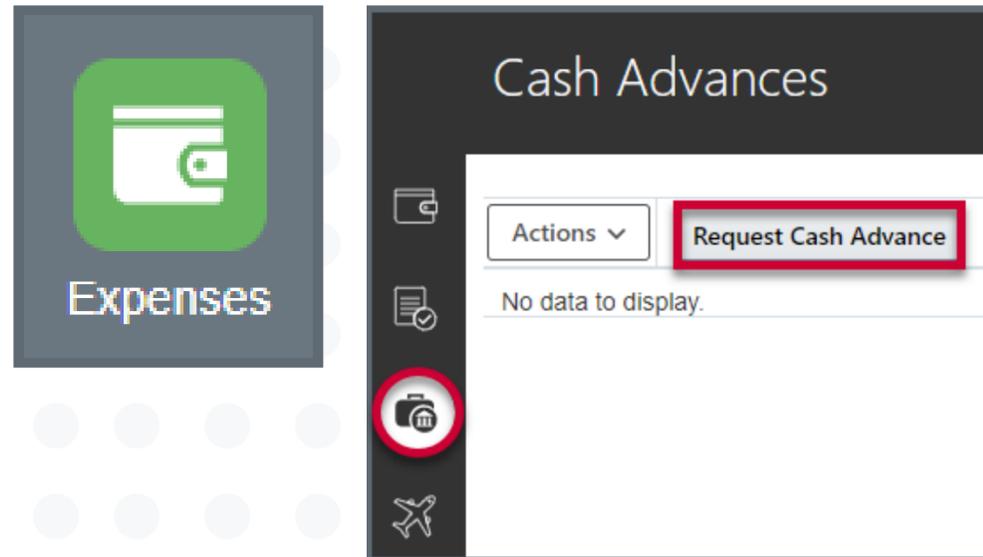


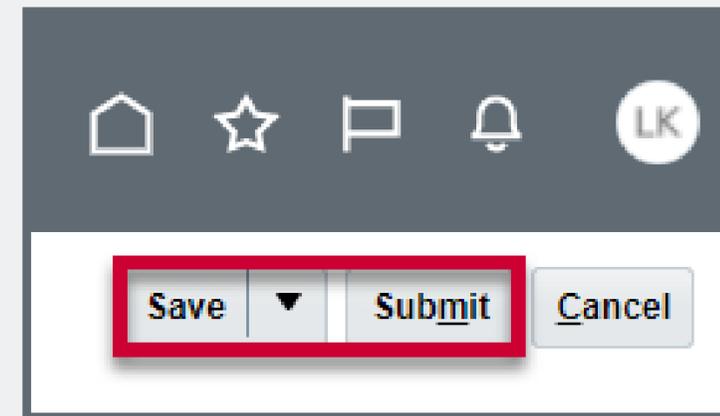
Requesting a Cash Advance

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'**.



- 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.



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

A screenshot of the 'Request Cash Advance' form. The fields are: '* Advance Amount' with a text input field and 'USD - US Dollar' currency; '* Purpose' with a large text area; 'Advance Type' with a dropdown menu set to 'Travel'; 'Trip Start Date' with a date input field and a calendar icon; 'Trip End Date' with a date input field and a calendar icon; and 'Attachment' with a dropdown menu set to 'None' and a plus sign.