

UNIVERSITY *of* FLORIDA



TRAVEL & PCARD SYSTEM

Cash Advance Processing & Settlement

July 17, 2025

AGENDA

- Cash Advance Directives
- How to request a Cash Advance
- After Travel: how to Settle a Cash Advance.
- What to do if a Cash Advance is Issued, but the trip is cancelled.
- How to process checks when money is owed to UF
- Questions



HOUSEKEEPING

- Slides will be provided in the chat
- Recordings can be viewed on our [website](#)
- Instruction Guides are located on HR's [Toolkit website](#)
- Questions



Cash Advance Directives

Cash Advance Processing & Settlement

Cash Advance Directives

Best Practice

It is best practice to make direct payments for goods and services; however, Cash Advances may be provided to University Travelers to cover costs while on official UF business when it is not practical to use a University PCard, Voucher, or Air Card to pay for travel-related expenses



[Travel Directives](#)



Cash Advance Processing & Settlement

Cash Advance Directives

Cash Advances *may* be allowed:

- For an extended out-of-area stay or field site assignment
- When travel requires stay in a remote location where banking/automatic teller machines (ATM) are not readily available
- The University traveler may need to cover expenses for group travel

Cash Advances are requested through a Travel Request in UF GO.

Cash Advance Processing & Settlement

Cash Advance Directives

Purpose is not: reimbursement in advance of travel

Cash Advances cannot be issued where the objective is to reimburse expenses paid in advance of a trip (e.g., University traveler choosing to use a personal form of payment and seeking to be reimbursed prior to trip completion).

Cash Advance Processing & Settlement

Cash Advance Directives

Travelers and Units *are* responsible

Cash Advance recipients and their responsible units acknowledge and agree to the business responsibility for monitoring and settling the advance when approving the Travel Request with a Cash Advance request.

At the time of a Cash Advance settlement, the unit associated with the Cash Advance assumes responsibility for any expenditure that is disallowed by the sponsor or in an event of employee termination without accounting for an outstanding Cash Advance settlement.

Cash Advance Processing & Settlement

Cash Advance Directives

Cancelled trips require immediate repayment

Cash advances should be refunded **immediately** when an authorized trip is canceled or indefinitely postponed

*Reminder: a Travel Report must still be completed (more on this later)

Cash Advance Processing & Settlement

Cash Advance Directives

Funds 201 and 209 - Grants

Travel Requests using sponsored program funding sources (Funds 201 and 209) will be routed to the Contracts & Grants office for additional approval.

Cash Advance Processing & Settlement

Cash Advance Directives

Best interest of the University

UF core offices may decline to issue a Cash Advance if determination is made that it would not be in the best interest of the University.

Cash Advance Processing & Settlement

Cash Advance Directives

Timing of Request and Issuance

Cash Advances can be requested at any time with a Travel Request and will be **issued by the Travel Office 30 days prior to the travel start date.**

If the issuance of the Cash Advance is required more than 30 days prior to travel, a written justification is to be included with the Travel Request.

Multiple Cash Advances may be allowed, with prior Travel Office approval, for different trips.

Cash Advance Processing & Settlement

Cash Advance Directives

Cash Advance Settlement

A Cash Advance should be **settled within 10 workdays from the trip end date.**

If the Cash Advance is not settled within 30 workdays, the University may garnish a traveler's wages through payroll deduction.

Cash Advances resulting in payroll garnishment will disqualify the traveler from future Cash Advances. Serious violations of Cash Advance directives may result in disciplinary action, up to and including termination of employment.


Request a Cash Advance

Cash Advance Processing & Settlement

Request a Cash Advance

Create a Travel Request

Add all
estimated
expenses to the
Travel Request

 Concur

Requests ▾

?

HN

Manage Requests

Process Requests

Home / Requests / Manage Requests / ACS Meeting in Paris, France

✖ Alerts: 2

▾

ACS Meeting in Paris, France

Submit Request

Copy Request

Edit Approval Flow

Delete Request

Not Submitted | Request ID: JK6N

Request Details ▾

Print/Share ▾

Attachments ▾

EXPECTED EXPENSES

+ Add

Edit

Delete

Allocate

Cash Advance Processing & Settlement

Request a Cash Advance

Add Expenses

Add all estimated expenses to the Travel Request

ACS Meeting in Paris, France \$3,650.00

Submit Request

Copy Request

Edit Approval Flow

Not Submitted | Request ID: JK6N

Request Details

Print/Share

Attachments

EXPECTED EXPENSES

+ Add

Edit

Delete

Allocate

<input type="checkbox"/>	Comment↓↑	Expense type↑≡	Details↓↑	Date↓↑	Amount↓↑	Requested↓↑
<input type="checkbox"/>		Airfare	Gainesville (GNV) - Paris (PAR) : Round Trip	08/01/2025	\$1,000.00	\$1,000.00
<input type="checkbox"/>		Car Rental	Gainesville, Florida - Paris, FRANCE	08/01/2025	\$600.00	\$600.00
<input type="checkbox"/>		Lodging	Paris, FRANCE	08/01/2025	\$1,800.00	\$1,800.00
<input type="checkbox"/>		Other Travel Expenses	Paris, FRANCE	08/01/2025	\$250.00	\$250.00
						\$3,650.00

Cash Advance Processing & Settlement

Request a Cash Advance

Other Travel Expenses

When a more specific Expense Type is not Available, use “Other Travel Expenses” Expense Type

*Note: There are less Expense Types in the Travel Request module than the Travel Expense Module

New Expense: Other Travel Expenses

Allocate

Estimated Amount ^{*} ?

450.00

Comment 202/2000

Farming supplies, i.e. fertilizer, seeds, pots, etc., required for the research I'll be conducting in Paris. These items cannot be taken on the flight with me, therefore I must purchase them in France.

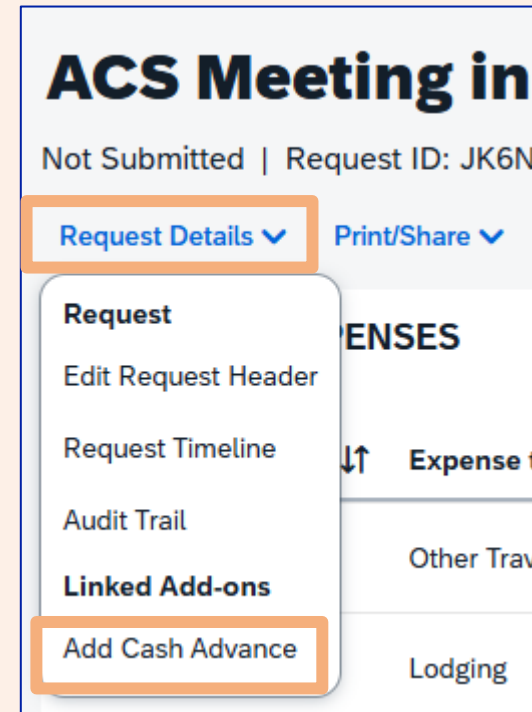
Save

Cash Advance Processing & Settlement

Request a Cash Advance

Add the Cash Advance

Click on Request Details, then choose
“Add a Cash Advance”



Cash Advance Processing & Settlement

Request a Cash Advance

Add a Cash Advance

On the screen that opens, enter the estimated amount of cash needed for the trip and include the justification for the Cash Advance.

The requested amount should reflect the total of the expenses listed on the Travel Request, or less.

If the expenses listed don't total the Cash Advance amount requested, the Travel Request will be returned for revisions.

ACS Meeting in Paris, France

Submit Save Cancel

Cash Advance Timeline Manage Attachments

Details Expenses

Cash Advance Amount *
850.00

Currency *
US, Dollar

Business Travel Start Date
08/01/2025

Business Travel End Date
08/13/2025

Cash Advance Justification * ?
Cash advance needed to rent a vehicle during my trip as well as \$250 for farming supplies. I am not able to pay for the rental car before my trip. I also need to purchase supplies while in Paris for my research.

213/2000

Cash Advance Processing & Settlement

Request a Cash Advance

Purpose – Cash Advance

When 201/209 Funds are being used the Expense Type: “Purpose – Cash Advance” must be added to the Request

	<div><div><div><div><div></div><div>+</div></div><div>Add</div></div><div>Edit</div><div>Delete</div><div>Allocate</div></div></div>
	<div><div>Date↓↑</div><div>Amount↓↑</div><div>Requested↓↑</div></div>
) : Round Trip	<div><div>08/01/2025</div><div>\$1,000.00</div><div>\$1,000.00</div></div>

SAP Concur

Requests

Manage Requests

ACS Meet

Not Submitted | Request Details

Add expected expenses and/or travel plans

cash

X

Q

Purpose - Cash Advance

Collapse All Sections

Cash Advance Processing & Settlement

Request a Cash Advance

Purpose – Cash Advance

On the screen that pops Up, select a Reason for the Cash Advance from the drop-down menu.

Enter comments for more clarity.

Click Save, then submit the Travel Request

← → **Purpose - Cash Advance \$0.00** Save Delete Cancel

08/01/2025

Allocate

Reason for Cash Advance * ?

Purchase Supplies X v

Comment 90/2000

The cash advance is for the car rental and farming supplies I need to conduct my research.

Save Cancel

* Required field

Settling the Cash Advance

Cash Advance Processing & Settlement

Create a Travel Report

Ensure the Cash Advance is linked to the Travel Report

There are 2 ways to link the Cash Advance to the ER:

- 1. From the Request, click on Create Expense Report.

Best practice is to create the Expense Report before the trip begins so the traveler can add expenses and receipts during the trip

Manage Requests

Home / Requests / Manage Requests / UF [REDACTED]

Alerts: 6

UF [REDACTED] \$3,396.87

Create Expense Report

Copy Request

Cancel Request

Close Request

Approved | Request ID: [REDACTED] NQ

Request Details | Print/Share | Attachments

CASH ADVANCES: 1

Amount
\$3,396.87

EXPECTED EXPENSES

Alert	Comment	Expense type	Details	Date	Amount	Requested
		Recruitment Expenses		05/06/2025	\$517.07	\$517.07
		Purpose - Cash Advance		05/06/2025		

Cash Advance Processing & Settlement

Create a Travel Report

Ensure the Cash Advance is linked to the Travel Report

There are 2 ways to link the Cash Advance to the ER:

2. Add the Cash Advance to the Travel Report *after* the report is created.

A blue notification lets you know there are Available Cash Advances. Click View

SAP Concur Expense

Manage Expenses

Card Transactions

Cash Advances

Home / Expense / Manage Expenses /

Alerts: 16

There are cash advances available to add to this report. [View](#)

College fair \$1,037.68

Not Submitted | Report Number: EK9

REQUEST

Approved

\$1,368.00

Report Details

Print/Share

Manage Receipts

Travel Allowance

Expenses

View: Standard

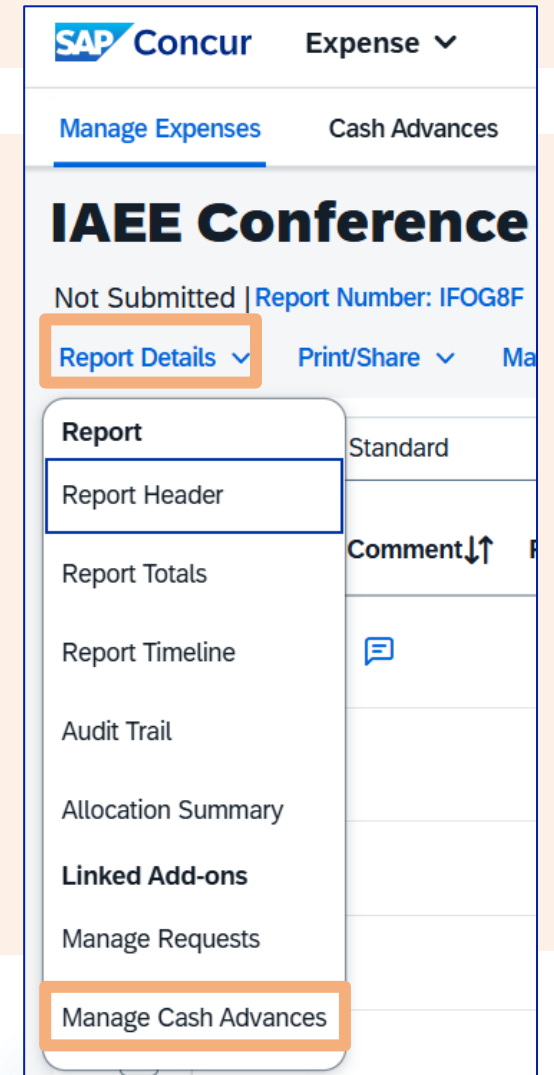
	Alerts	Comment	Receipt	Payment Type	Expense Type
	Alerts	Comment	Receipt	Payment Type	Expense Type
				Pending Transaction	Airfare Attendees (1)

Cash Advance Processing & Settlement

Create a Travel Report

Ensure the Cash Advance is linked to the Travel Report

Alternatively, Click on Report Details,
then Manage Cash Advances



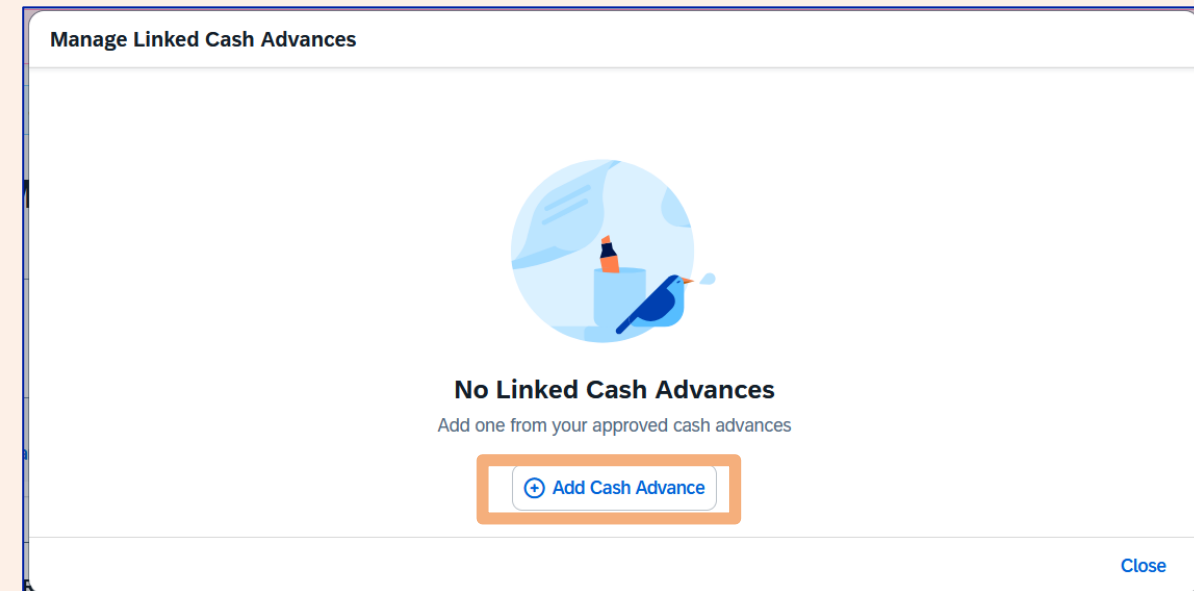
Cash Advance Processing & Settlement

Create a Travel Report

Ensure the Cash Advance is linked to the Travel Report

Either of the above navigations will cause a pop-up screen to appear.

Click Add a Cash Advance.



Cash Advance Processing & Settlement

Create a Travel Report

Ensure the Cash Advance is linked to the Travel Report

Choose the relevant Cash Advance(s)

Click Add to Report

*More than one Cash Advance can be linked to a report

The screenshot shows a mobile application interface titled "Add Cash Advance". It features a table of "Available Cash Advances (2)". The table has columns for "Cash Advance Name", "Foreign Amount", "Exchange Rate", "Amount", and "Balance". Two rows are listed: "College fair" and "UF". The "College fair" row is highlighted in blue. To the left of the table, there are three checkboxes, with the second one (corresponding to "College fair") being checked. An orange box highlights the first three checkboxes. At the bottom right of the interface, there is a blue button labeled "Add To Report", which is also highlighted with an orange box.

Cash Advance Name↑≡	Foreign Amount↓↑	Exchange Rate↓↑	Amount↓↑	Balance↓↑
<input checked="" type="checkbox"/> College fair	\$500.00	1.00000000	\$500.00	\$500.00
<input type="checkbox"/> UF	\$3,396.87	1.00000000	\$3,396.87	\$3,396.87

Add To Report

Cash Advance Processing & Settlement

Create a Travel Report

Ensure the Cash Advance is linked to the Travel Report

When the Request and Cash Advance are linked to the Travel Report, two boxes will appear showing the totals of each.

Click on the Request box or the Cash Advance box to see information on either item.

SAP Concur Expense

Manage Expenses

Card Transactions

Cash Advances

Home / Expense / Manage Expenses / StudyAbroa

Alerts: 3

\$1,541.12

Not Submitted | Report Number: IFZX

REQUEST

Approved

\$3,390.70

CASH ADVANCE: 1

Amount

\$3,173.00

Remaining

\$1,931.09

Report Details

Print/Share

Manage Receipts

Travel Allowance

Expenses

View: Standard

Cash Advance Processing & Settlement

Complete the Travel Report

Add expenses using relevant travel Expense Types

Add *ALL* business-related expenses to the Travel Report using the relevant Expense Types, i.e., Airfare, Lodging, Meals

- All expense paid for with cash
- All expenses paid for with a personal credit/debit card
- PCard and Air Card charges

***Note:** Do not use “Cash Advance Return” to record expenses the traveler paid for with their Cash Advance during their trip.

Cash Advance Processing & Settlement


Complete the Travel Report

Review the Report Summary to determine if the CA has been completely used.

Click on the Print/Share drop down

Click on UFLOR Report with Approval Flow & Audit Trail

***Tip:** there is a lot of helpful information on the printable version of the report



IAAE Conference 2024, Paris \$3,113.00

Not Submitted | Report Number: IFOG8F

Report Details ▾ **Print/Share ▾** Manage Receipts ▾ Travel Allowance ▾

Expenses | View

- *UFLOR Detailed Report
- *UFLOR Report with Approval Flow & Audit Trail**

☐ Alerts ↑↓ Expense T

Cash Advance Processing & Settlement

Complete the Travel Report

Review the Report Summary to determine if the CA has been completely used.

When the report summary appears, scroll down until you see the financial summary

Summary by Expense Type										
Expense Type	Amount	Approved Amount								
Car Rental	\$169.90	\$169.90								
Cash Advance Return	\$195.87	\$0.00								
Fuel - Car Rental	\$50.23	\$50.23								
Travel Meals - Domestic	\$180.00	\$180.00								

Summary by Payment Type										
Payment Type	Amount	Approved Amount								
Cash Advance Return	\$195.87	\$0.00								
Personal Funds	\$400.13	\$400.13								

Summary by Allocation										
*Business Unit	*Department	*Fund	*Program	*Budget Reference	*Source of Funds	*FLEX	*UFID	*Project ID-Activity ID-PCBU	*CRIS Code	Approved Amount
UFLOR	000	201	2200	CRRNT	G000030			P000000000-1-GRANT		\$400.13

University Disbursements										
Amount Due User :		\$-195.87								
Amount Due University Card :		\$0.00								
Total Paid By University :		\$400.13								

User Disbursements										
Amount Due University Card From User :		\$0.00								
Total Paid By User :		\$195.87								

Cash Advance Processing & Settlement

Complete the Travel Report

Review the Report Summary to determine if the CA has been completely used.

The amount of this Cash Advance was \$596.

The total of the Personal Funds is \$400.13

The difference is \$195.87. This is the amount that should be entered for the Cash Advance Return

Summary by Expense Type

Expense Type	Amount	Approved Amount
Car Rental	\$169.90	\$169.90
Cash Advance Return	\$195.87	\$0.00
Fuel - Car Rental	\$50.23	\$50.23
Travel Meals - Domestic	\$180.00	\$180.00

Summary by Payment Type

Payment Type	Amount	Approved Amount
Cash Advance Return	\$195.87	\$0.00
Personal Funds	\$400.13	\$400.13

Cash Advance Processing & Settlement

Complete the Travel Report

When the Cash Advance is not completely utilized

The Expense Type “**Cash Advance Return**” is used to record the dollar amount of the Cash Advance that was not utilized during the trip.

The amount entered for the Cash Advance Return is the amount of money the traveler must **repay**. Therefore, it is important to ensure this amount is calculated correctly.

Cash Advance Return = Amount of Cash Advance minus the total of the Personal Funds Payment Type

Cash Advance Processing & Settlement

Complete the Travel Report

Review the Report Summary to determine if the CA has been completely used.

After the report is Approved, review the University Disbursements summary.

The Amount Due User represents the amount the Traveler either owes or will be reimbursed. In this example the traveler owes UF \$195.87.

University Disbursements

Amount Due User : \$-195.87

Amount Due University Card : \$0.00

Total Paid By University : \$400.13

User Disbursements

Amount Due University Card From User : \$0.00

Total Paid By User : \$195.87

Cash Advance Processing & Settlement

Complete the Travel Report

When a Cash Advance has been issued, but the trip was cancelled, what should you do??

A Travel Report must be completed. Ensure the **Cash Advance is linked to the Report.**

Add comments to the Travel Report indicating that the trip did not take place.

Enter only one Expense Type: Cash Advance Return. Enter the full amount of the cash advance that was received.

***Best Practice:** if the Cash Advance has yet to be issued and it becomes clear that the trip won't take place, please notify the Travel Office ASAP. We will ensure the Cash Advance is not issued.

Processing Payments for Cash Advance Returns

Cash Advance Processing & Settlement

Processing Expense Refunds

Expense Refund Form

When money is owed to UF, Expense Refund Forms need to be completed and the funds need to be deposited.



EXPENSE REFUND

UNIVERSITY OF FLORIDA

GENERAL INSTRUCTIONS – SELECT ONE OF THE OPTIONS BELOW

OPTION 1:

Original expense is related to a GRANT FUND: 201, 209, 211, 212, 213, or 214

1. **Contracts & Grants** will enter the deposit in myUFL. Forward the endorsed check and the completed Expense Refund form to PO Box 113001, Room 033 Tigert Hall.
2. **Fund 214 – The Office of Clinical Research** will enter the deposit in myUFL. Forward the endorsed check and Expense Refund form to PO Box 100158.
3. Upload support documentation to the original expense transaction in myUFL.

OPTION 2:

Original expense is related to TRAVEL (non-grant fund)

1. **Travel Office** will enter the deposit in myUFL.
2. Forward the endorsed check and completed Expense Refund form to PO Box 115350, 116 Elmore Hall. Use the form **Travel Advance Refund** when returning advanced funds and send all to the Travel Office address above.

OPTION 3:

ALL OTHER Expense Refunds

1. **Enter a deposit in myUFL.** Upload the Expense Refund form to the deposit in myUFL.
2. **Endorse the check and remit to the bank** for deposit.
3. Upload support documentation to the original expense transaction in myUFL.

Cash Advance Processing & Settlement

Processing Expense Refunds

Original Expense Information

Journal Entry Number OR Original Voucher Number AND Expense Report Number

ORIGINAL EXPENSE INFORMATION	
Original Expense Date	
Traveler's Name and UFID (if applicable)	
Original Voucher, Expense Report No., or Journal ID (including line number)	
<u>ALL EXPENSE REFUNDS</u>	<ol style="list-style-type: none">1. If reimbursing a PCard, you must include original voucher number.2. If reimbursing multiple vouchers, expense reports, or Journal IDs please break down the amount being refunded to each.

***Note:** PeopleSoft Travel Report Numbers were the official identifying number for ERs; alternatively, in UF GO the official identifying numbers on the General Ledger for all reports are the Voucher numbers or Journal Entry numbers.

Cash Advance Processing & Settlement

Processing Expense Refunds

Original Expense Information

Reminder:

The Report must be **fully Approved** in UF GO and processed to the General Ledger. This means that after the report is Approved, wait approximately 2 days before completing the steps below.

Cash Advance Processing & Settlement

Processing Expense Refunds

Original Expense Information

Important: Verify the Original Transaction information BEFORE completing the Expense Refund Form!

How do I do that?

Queries!

Cash Advance Processing & Settlement

Processing Expense Refunds

Original Expense Information

1. Navigate to Query Viewer in myUFL
 - [Main Menu > Financials > Reporting Tools > Query > Query Viewer](#)
2. Search for query: **UFGO_RPT_NUMBER_TO_UFGO_JRNL**
3. Complete an Expense Refund Form using the results from the query:
 - **Journal ID (Starts with TMS)**
 - **Account code for Personal Expenses: 138600**
 - **Charfield**
6. Attach the Expense Refund Form and a copy of the check (with account info **redacted**) to the Travel Report
7. Deposit the check (see next slide)

Cash Advance Processing & Settlement

Processing Expense Refunds

Completing the Expense Refund Form

Units/Departments can make deposits themselves.

If the department is unable to make the deposit, they can send the Expense Refund form to either C&G or the Travel Office, per the instructions on the Expense Refund form.

[Expense Refunds, Revenue Refunds, and Credit Memos | CFO Division](#)

Depositing the funds: [Processing an Expense Refund](#)

Cash Advance Processing & Settlement

Processing Expense Refunds

Dos and Don'ts

- **DO NOT** attach confidential bank account or credit card information to reports in UF GO! (Redact confidential info if attached).
- **DO** attach the Expense Refund form to the Expense Report.
- **DO** follow up on your Unit's Cash Advances to ensure travel reports are completed as soon as the traveler returns; and ensure Cash Advance Returns are paid back timely.

Cash Advance Processing & Settlement

Takeaways from today's presentation

- Add all estimated expenses to the Travel Request, including all expenses the Cash Advance is requested for.
- Cash Advances won't be provided for Airfare. The air card should be used.
- Lodging expenses should be paid by PCard whenever possible.
- When completing an Expense Refund Form, ensure the chartfield and amounts are correct. This information should be verified before asking the traveler to write a check.

Questions?

CONTACT US!

Contact Form: PCard and Travel Support

UF Travel Department: 352-294-1114

UF PCard Team: 352-392-1331

We are happy to help!

