Overview

Approved cash advances will appear in Chrome River as below:

Cash Advance Balances are reduced by expense reports or the return of unused funds to the Travel Department.

Any approved expense report (not with a status of submitted or draft), even if an expense report is not tied to the trip the advance was requested for, will reduce the balance of the advance. Cash Advance Balances have to be at zero before the traveler will receive a reimbursement.

Note that unused cash advance funds should still be returned within 30 days of the trip end date in conjunction with the Request & Justification for Cash Advance form, which travelers must sign prior to receiving advance funds.

In situations where unused funds are returned to the Travel Department, the Travel Department will submit an entry in Chrome River to reduce the cash advance balance of the traveler by the amount of the returned funds.

Procedure

1. The delegate submits a pre-approval on behalf of the traveler, which includes the Cash Advance expense type along with all other estimated expenses for the trip:
2. When the pre-approval is fully approved, the delegate submits an expense report, where the only item on the expense report is the cash advance. Please note:
   - The signed Request & Justification for Cash Advance form should be attached to this request.
   - The requested amount should be the best possible estimate of expenses due to provisions listed in the Overview section, above.
   - The advance cannot be requested from the pre-approval because pre-approvals do not generate payments.

3. The traveler will receive the advance amount no more than ten days before the trip begin date, as identified in Chrome River. When the payment is made to the traveler, the Cash Advance Balance is populated:

4. Any approved (not with a status of submitted or draft) expense report will then reduce the Cash Advance Balance, regardless of whether an expense report is tied to the trip with the advance or not. Please note:
   - Unused advance funds should still be returned within 30 days of the trip end date to the Travel Department (cash or check payable to Ball State University); the Travel Department will make an adjustment to the Cash Advance Balance for the returned amount
   - Any expense report amounts in excess of the Cash Advance Balance are paid to the traveler (EX: balance of $500, expense report of $600 — traveler will receive $100)

5. To see which expense reports have reduced the balance, click Cash Advance Balance; in the case below, an expense report has been applied against the original amount of $500: