

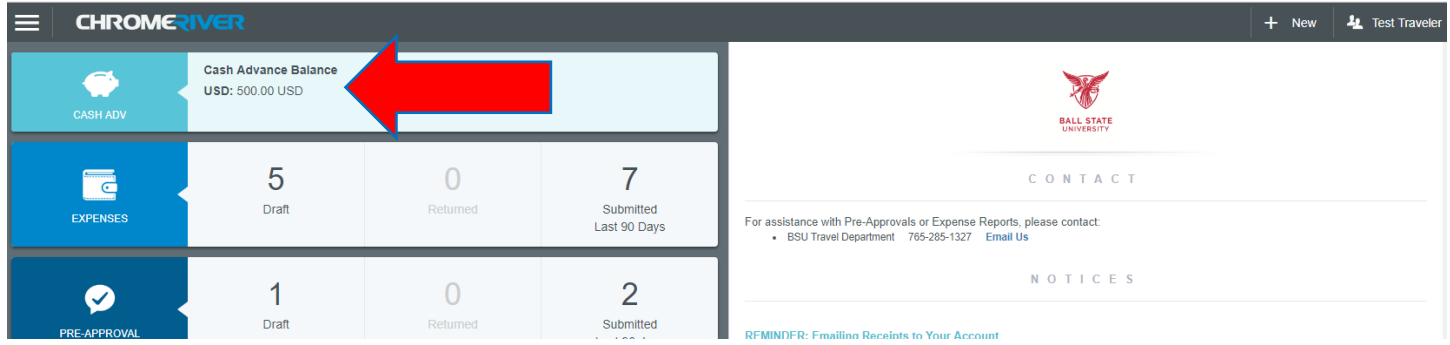
Chrome River Cash Advances

[Overview](#)

[Procedure](#)

Overview

Approved cash advances will appear in Chrome River as below:



The screenshot shows the Chrome River dashboard. On the left, there are three main sections: CASH ADV, EXPENSES, and PRE-APPROVAL. The CASH ADV section shows a balance of USD: 500.00 USD, highlighted with a red arrow. The EXPENSES section shows 5 Draft, 0 Returned, and 7 Submitted (Last 90 Days). The PRE-APPROVAL section shows 1 Draft, 0 Returned, and 2 Submitted. On the right, there is a contact section for the Ball State University Travel Department.

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

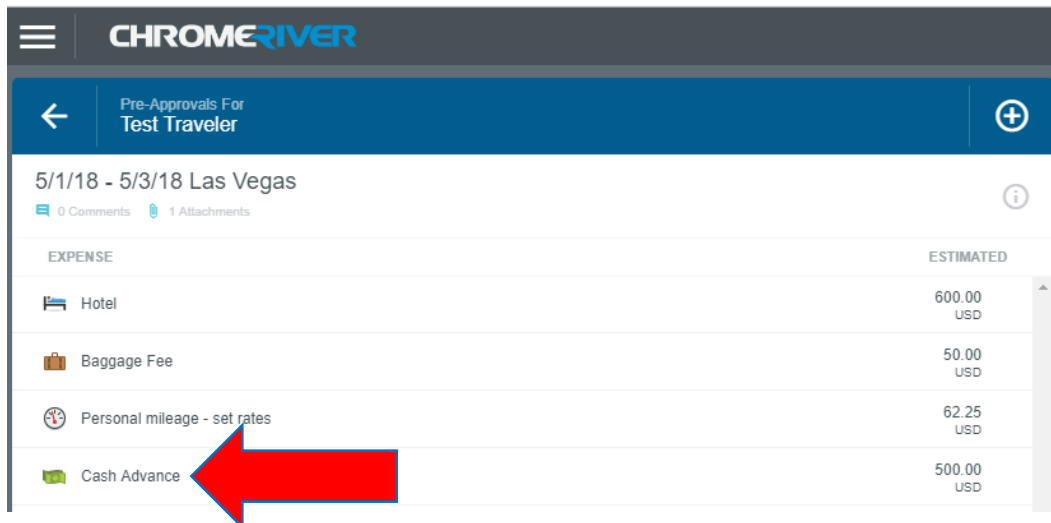
Any approved expense report (not with a status of submitted or draft), even if an expense report is not tied to the trip the advance was requested for, will reduce the balance of the advance. **Cash Advance Balances** have to be at zero before the traveler will receive a reimbursement.

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:



The screenshot shows the 'Pre-Approvals For Test Traveler' screen. It displays a pre-approval for a trip from 5/1/18 to 5/3/18 in Las Vegas. Below the trip details is a table of estimated expenses:

EXPENSE	ESTIMATED
Hotel	600.00 USD
Baggage Fee	50.00 USD
Personal mileage - set rates	62.25 USD
Cash Advance	500.00 USD

A red arrow points to the 'Cash Advance' row in the table.

- 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.

DATE	EXPENSE	SPENT	PAY ME
Tue 07/31/2018	Cash Advance	500.00 USD	500.00

- 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:

Category	Draft	Returned	Submitted Last 90 Days
CASH ADV	5	0	7
EXPENSES	1	0	2

- 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)
- 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:

Report ID	Transaction Date	Name	Amount	Balance	Currency	Location
010026629968	07/31/2018	5/1/18 - 5/3/18 Las Vegas	-62.25	437.75	USD	
	07/30/2018		500.00	500.00	USD	