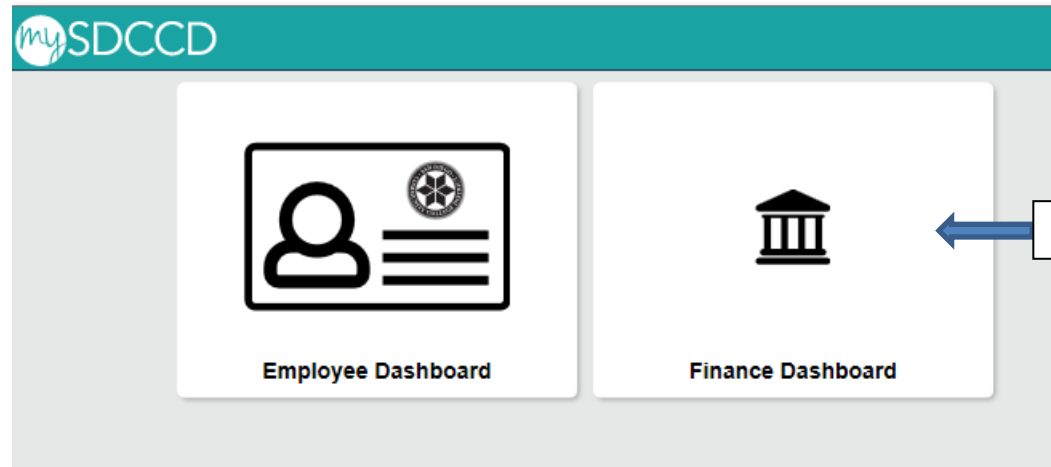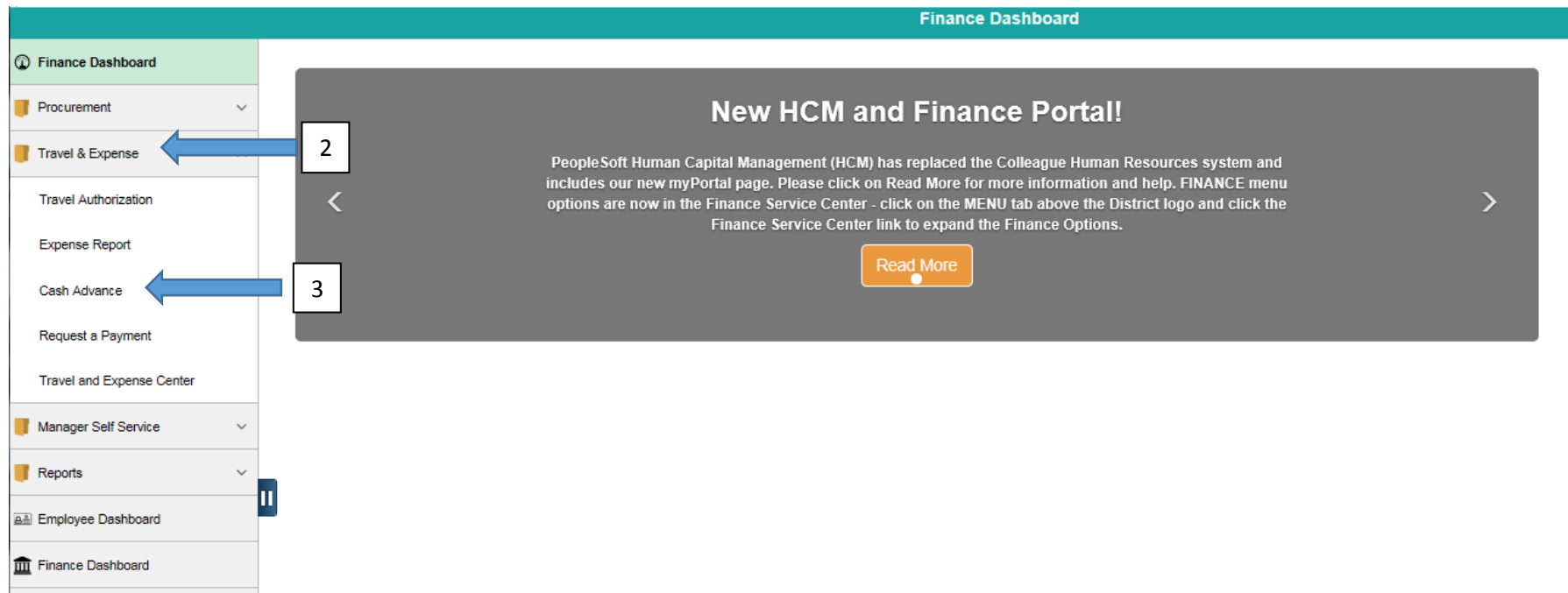**Log into PeopleSoft at** myportal.sdccd.edu **using your 10 digit Employee ID number as your User ID & password that you set up. NOTE: This is not the same as your computer login information. Click on Finance Dashboard**

Navigate to the Travel Authorization screen from the home page by selecting: Finance Dashboard/Travel & Expense/Cash Advance

Choose a Business Purpose from the Dropdown menu to align with the Travel Authorization's Business Purpose. Enter an Advance Description (starting with the TA#) for the Cash Advance. Then click Save for Later.

Enter Source (Employee Travel Advance), Description, and an Amount (Minimum $200.00). Click on Accounting Details to enter the fund and account code to be charged. Enter the same fund number as entered on your TA. In this example fund 1110 was used. (Dept and Product fields should be blank) The account code should be 9146. Click Save for later again.

🖫 Save for Later

Elizabeth Whitsett

*Business Purpose: Professional Development

*Advance Description: TA12345 Meals and Parking

Reference: [   ] 🔍

User Defaults

Import ATM Advances

🖨 View Printable Version   💬 Notes   ✎ Attachments

Cash Advance ⑦

*Source	Description	*Amount	Currency		
Employee Travel Advance ▾	For Meals and Parking	300.00	USD	➕	➖

˅ Accounting Details

ChartFields ‖▷

GL Unit	Fund	Dept	Product	Account	Oper Unit	Fund Affil
MIR01 🔍	1110 🔍	🔍	🔍	9146 🔍	🔍	

˅ Totals

Advance Amount   300.00   USD

☑ By checking this box, I certify the advances submitted are accurate and comply with expense policy.

[Submit Cash Advance]

Check box certifying advance is accurate.
Click Submit Cash Advance