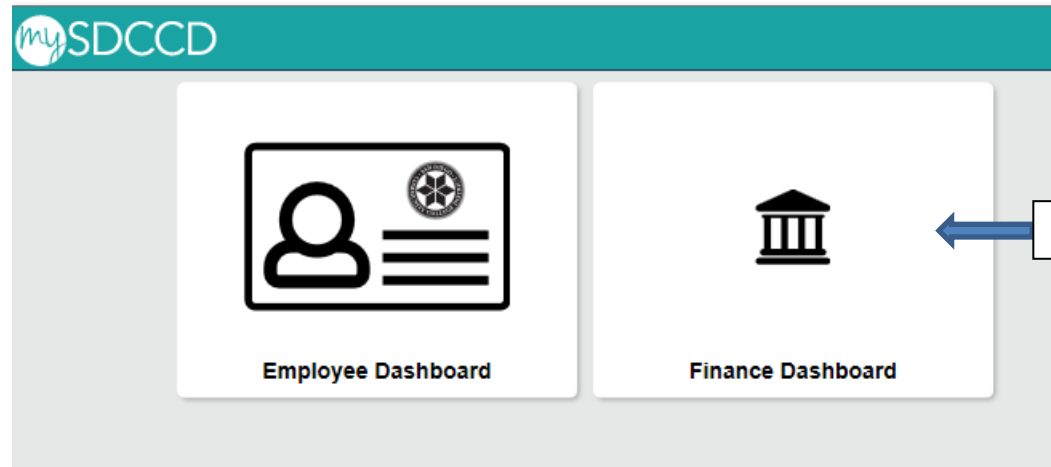
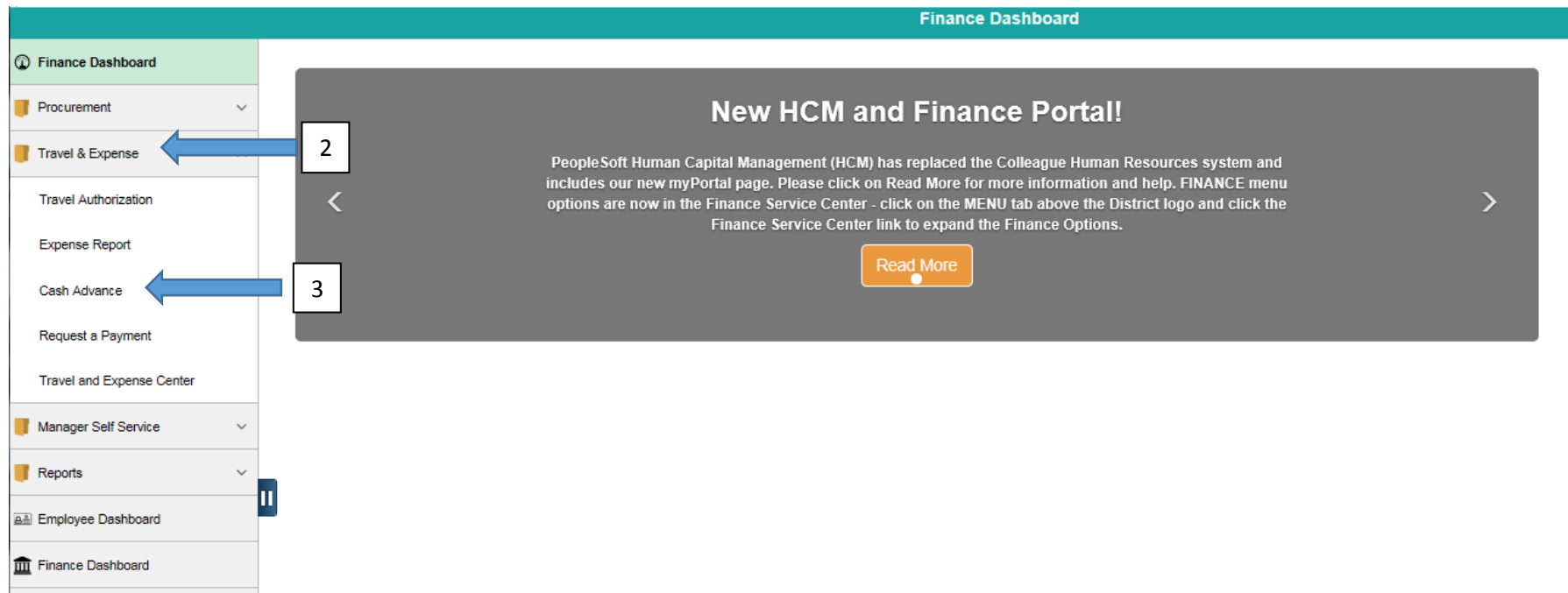


Log into PeopleSoft at myportal.sdccd.edu using your 10 digit Employee ID number as your User ID & password that you set up. NOTE: This is not the same as your computer login information. Click on Finance Dashboard



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



Finance Dashboard

- Finance Dashboard
- Procurement
- Travel & Expense
- Travel Authorization
- Expense Report
- Cash Advance
- Request a Payment
- Travel and Expense Center

Cash Advance

Find an Existing Value
Add a New Value

Empl ID ← 4

Add ← 5

Find an Existing Value
Add a New Value

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.

Create Cash Advance

Save for Later

Caroline De Moll

*Business Purpose ←

*Advance Description ←

Reference

- User Defaults
- Import ATM Advances

Cash Advance ?
 View Printable Version
 Notes
 Attachments

*Source	Description	*Amount	Currency	Apply Tax	
▼		0.00	USD	<input type="checkbox"/>	+ -
Totals		Advance Amount	0.00	USD	

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

Submit Cash Advance

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 Reference:

*Advance Description: TA12345 Meals and Parking User Defaults

[Import ATM Advances](#)

Cash Advance [View Printable Version](#) [Notes](#) [Attachments](#)

*Source: Employee Travel Advance + -

Description: For Meals and Parking *Amount: 300.00

Currency: USD

Accounting Details

ChartFields ||>

GL Unit	Fund	Dept	Product	Account	Oper Unit	Fund Affil
MIR01 <input type="text"/>	1110 <input type="text"/>	<input type="text"/>	<input type="text"/>	9146 <input type="text"/>	<input type="text"/>	<input type="text"/>

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