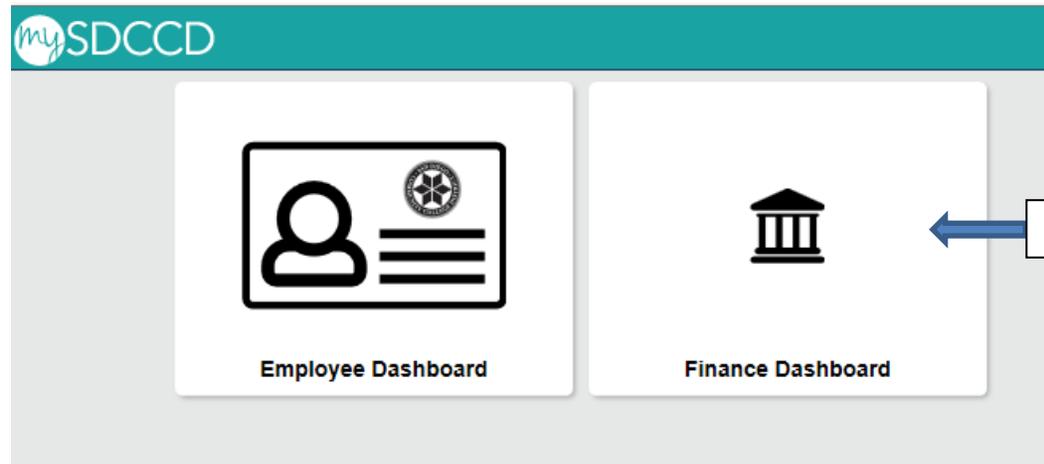
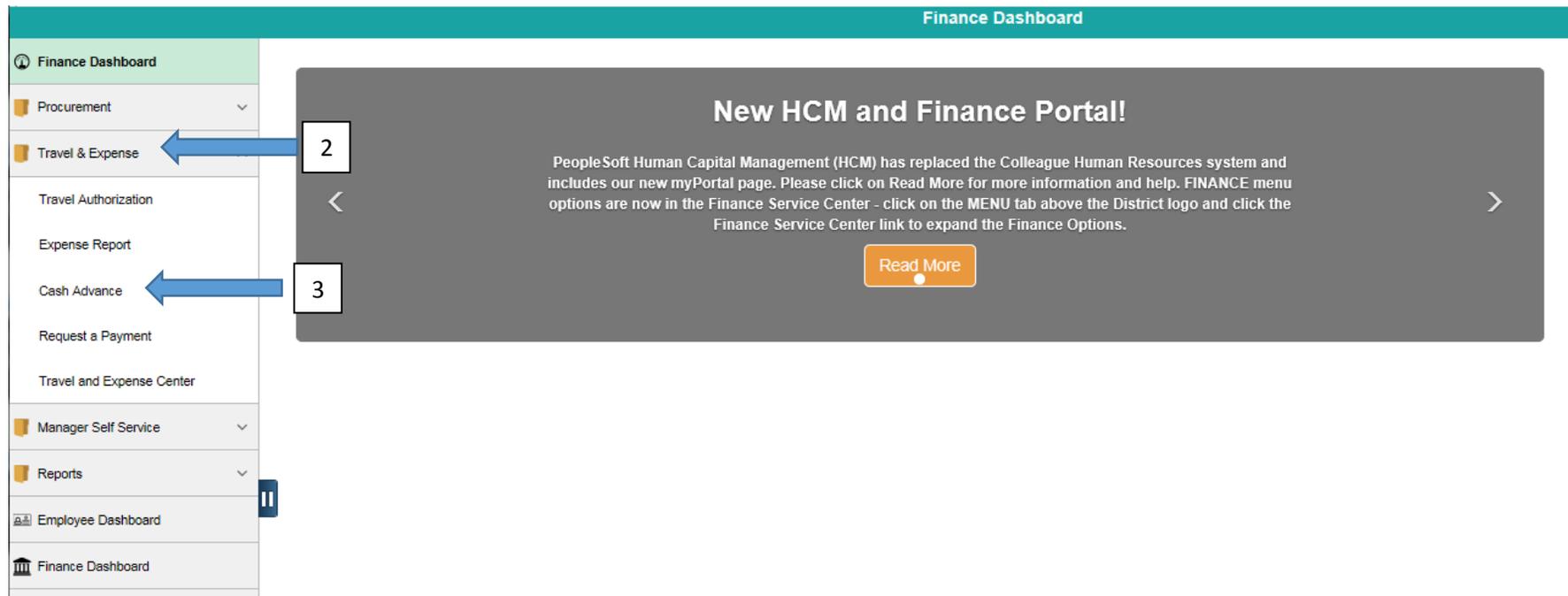


Log into PeopleSoft at myportal.sdccd.edu using your 10 digit Employee ID number as your User ID & password that you set up. NOTE: This is not the same as your computer login information. Click on Finance Dashboard



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



Enter your 10-digit Employee ID and click add.

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 3330001188

Add

4

5

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 Professional Development

*Advance Description TA1234 Meals and Parking

Reference

User Defaults

Import ATM Advances

Cash Advance

View Printable Version

Notes

Attachments

*Source	Description	*Amount	Currency	Apply Tax
		0.00	USD	

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 Save for later again.

Create Cash Advance

 Save for Later 

Caroline De Moll

*Business Purpose

Reference

*Advance Description

-  User Defaults
-  Import ATM Advances

Cash Advance

 View Printable Version

 Notes

 Attachments

*Source	Description	*Amount	Currency	Apply Tax		
<input type="text" value="Employee Travel Advance"/>	<input type="text" value="For Meals and Parking Expenses"/>	<input type="text" value="200.00"/>	USD	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
▼ Totals						
Advance Amount		200.00	USD			

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

Check box certifying advance is accurate.
Click Submit Cash Advance