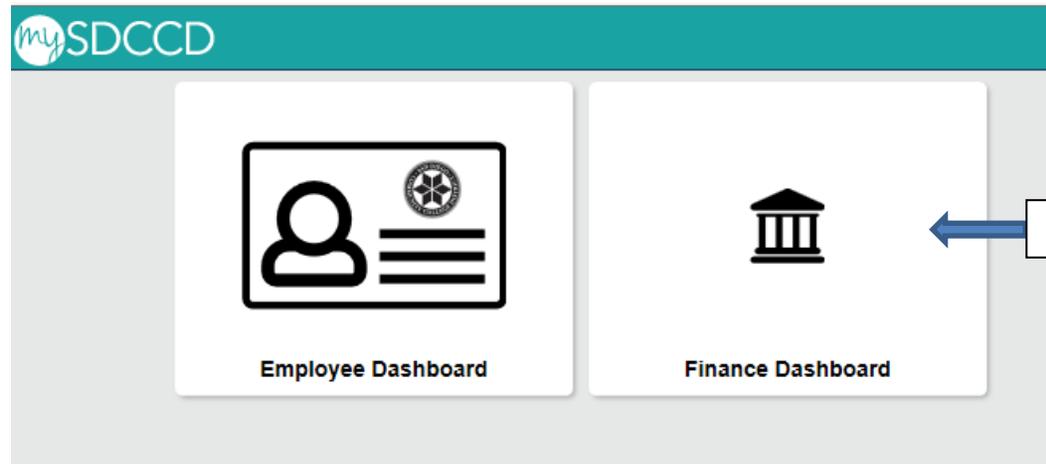
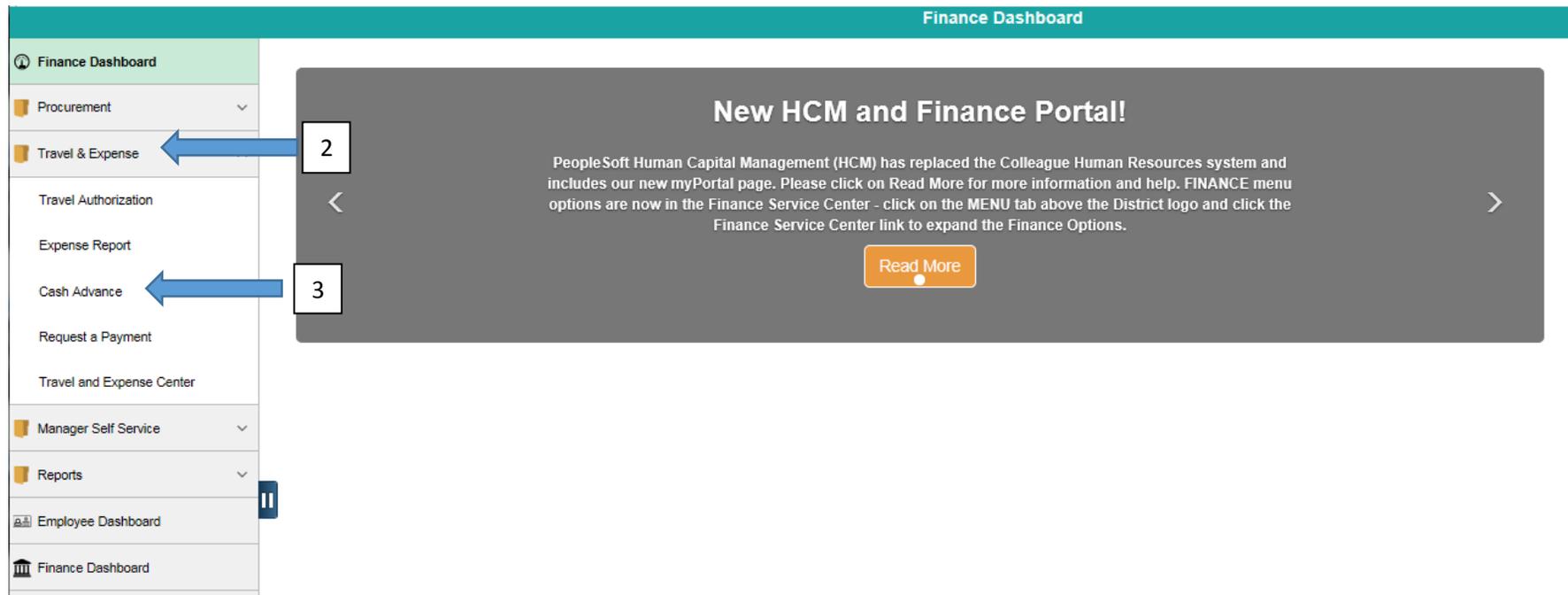


Log into PeopleSoft at myportal.sdccd.edu using your 10 digit Employee ID number as your User ID & password that you set up. NOTE: This is not the same as your computer login information. Click on Finance Dashboard



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



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 Save for later again.

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 | | |
|--|---|---------|----------|--------------------------|----------------------------------|----------------------------------|
| Employee Travel Advance <input type="text"/> | For Meals and Parking Expenses <input type="text"/> | 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.

Submit Cash Advance

Check box certifying advance is accurate.
Click Submit Cash Advance