When requesting the University to advance funds before actual expenses are incurred, it is very important to provide as much information as possible to support the amount being requested and how the funds will be used. Most information carries forward from the travel authorization (TA) to the cash advance (CA) report, however, the dates do not and must be entered on the CA as well as the TA.

**WHEN**
The dates the cash advance will be needed must be noted in the TA and in the comments section of the CA.

**WHO**
The person receiving the cash advance will be named in the TA and also must sign the CA report generated by PeopleSoft. If the cash is being distributed or spent on others, specifics must be provided in the comments section.

**WHAT**
In addition to specifying the expense type on the line level, detailed explanation and support for the amount being requested must be provided in the comments section.

**WHERE**
“Where” should be provided when completing the TA. Additional specifics should be included in the comments section.

**WHY**
The reasons the cash advance is needed must be recorded in the TA. Enough justification must be included to allow the approver to make an informed decision.

**Special Notification**
When a cash advances are used to pay for 1099-reportable transactions – generally subject payments – then a notice like this will be sent with the CA approval.

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Transaction Justification

Cash Advance (TA & CA)

When a cash advance is used to pay for 1099-reportable transactions – generally subject payments – then a notice like this will be sent with the CA approval.