



Contact: rfrtravel@rfsuny.org

Use this job aid to apply a travel advance to an expense report using iExpense.

This step is only required if there is an unapplied advance in the system tied to the traveler (regardless of the trip).

2 Create Expense Report: Advances
Select an advance to apply to your expense report.

Advances Application
 TIP If you do not apply an advance you must enter a reason.
 * Indicates required field

Advance Number **3**
 Advance Amount
 Advance Balance
 Advance Amount Applied

4 Unapplied Advance Reason

Advances Summary

Expenses Eligible For Application 624.60 USD
 Advance Balance
 Advance Amount Applied
 Updated Advance Balance

1	Update Expense Report: Advances; This step is only required if there is an unapplied advance in the system tied to the traveler Note: This step in the process will not be visible if no outstanding advance exists
2	Indicates you are on the page to <i>Create Expense Report: Advances</i>
3	Click the Flashlight icon to bring up the Search and Select: Advance Number window
4	If an advance will not be applied to this expense report, type the reason here. Example: Advance does not apply to this trip



Search and Select: Advance Number

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Advance Number [] Go

Results

Select	Quick Select	Advance Number	Advance Date	Advance Amount	Advance Balance
<input type="radio"/>		Travel advance 3/1-3/4/11	01-Mar-2011	100.00 USD	100.00 USD

About this Page

Cancel Select

Done Trusted sites 100%

Use one of the following procedures to select the appropriate advance.

1

Select the appropriate radio button then click one of the Select buttons. **OR,**



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2

Click the Quick Select icon next to the appropriate advance. (**Note:** This will close the dialog box)

Advances Application
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Advances Application
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 * Indicates required field

* Advance Number	Travel advance 3/1-3/4/11
Advance Amount	100.00 USD
Advance Balance	100.00 USD
* Advance Amount Applied	100.00

Unapplied Advance Reason

Advances Summary

Expenses Eligible For Application	624.60 USD
Advance Balance	100.00 USD
Advance Amount Applied	100.00 USD
Updated Advance Balance	0.00 USD

1

Advance information is returned. (**Note:** The *Advance Amount Applied* can be changed to be a lesser value if needed.)

2

Expenses Eligible For Application represents the total expenses entered on this report

3

Click the appropriate button:
Save button – Save progress and remain on this screen
Cancel button – Discard unsaved changes and return to Expenses Home
Back button – Navigate to previous step
Next button – Navigate to next step

You have successfully applied an advance payment to your iExpense report.