



## Request Cash Advances

You can also use the Financial Management System to request cash advances for work-related expenses that you are going to incur. **Delegates cannot request a cash advance on behalf of someone else.** Employees: To request a cash advance:

- Navigate to the Travel and Expenses portal
- Click the “Request Cash Advance” link from the Actions menu
- Enter the required fields and click the **Submit** button to submit the Cash Advance for approval

The screenshot shows the 'Request Cash Advance' form in the Financial Management System. On the left, the 'Actions' menu is open, and the 'Request Cash Advance' option is highlighted with a red box. The main form area is titled 'Request Cash Advance' and contains the following fields:

- \* Advance Amount:  USD
- \* Purpose:
- Advance Type: Travel ▼
- Trip Start Date:  📅
- Trip End Date:  📅
- Attachment: None +

On the right side of the form, there are three buttons: 'Save', 'Submit', and 'Cancel'. The 'Submit' button is highlighted with a red box.