Quick Reference Guide

Topic : Request a Cash Advance

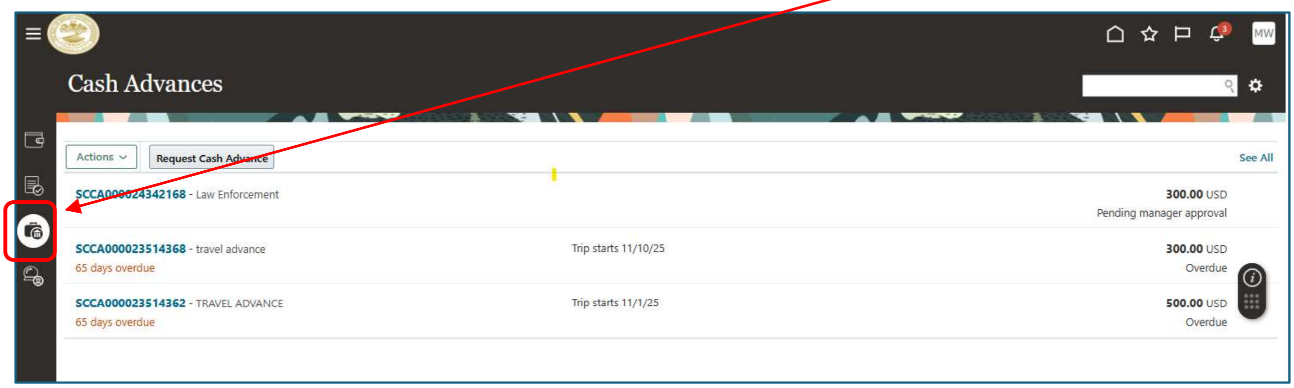
Step-by-Step Instructions to create a Cash Advance

Introduction

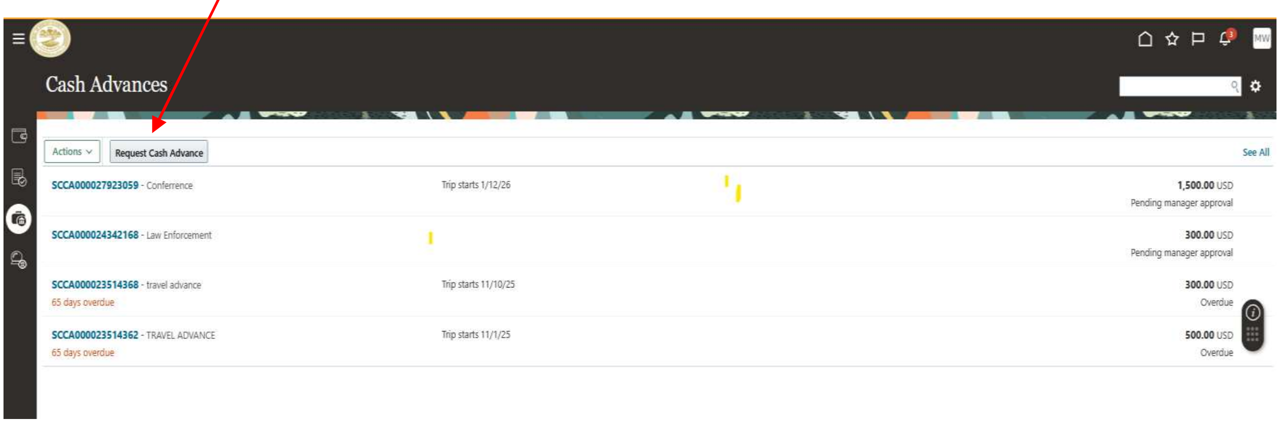
Once you have completed your **Spend Authorization**, follow the below steps to create and submit a **request for a cash advance**

Steps to Create and Submit a Cash Advance Request

1. Log in to **One Connect**.
2. **From the landing (Home) page –** navigate to **Me** > **Expenses** > **Cash Advances**



3. Click the icon to open the **Cash Advances** page
4. Click on **Request Cash Advance**



5. Complete the fields on the page. (fields with an asterisk are required):

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a. **Advance Amount**
b. **Payment Method** (select from drop down)
c. **Purpose**
d. **Advance Type** (Select Dropdown)
e. **Trip Start Date**
f. **Trip End Date**
g. Click ✚ to add supporting documentation as an **attachment**

6. Click the drop down to select the corresponding **Spend Authorization**
7. Click Submit. Request will be routed to the designated line manager for approval
8. You can see your outstanding request on the **Cash Advance** page.