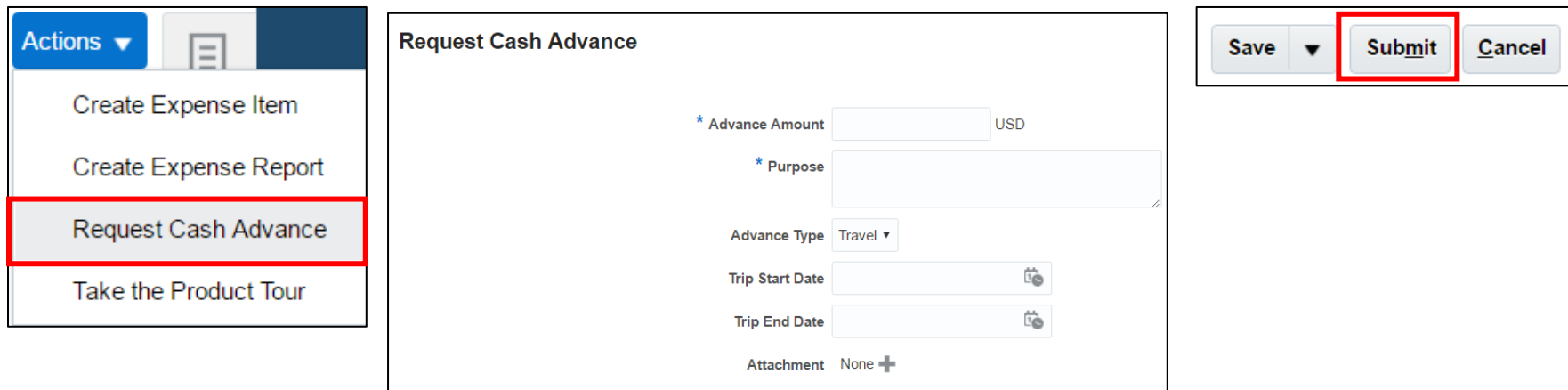


## Request Cash Advances

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. The 'Actions' menu is open, and the 'Request Cash Advance' option is highlighted with a red box. The form fields are as follows:

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

The 'Submit' button is highlighted with a red box in the bottom right corner of the form.