Creating Advances

Travel advances are pre-payments for estimated expenses paid to a traveler.

You can request a travel advance for additional funds for your trip. You can ask for travel advances until the maximum travel advance for your trip has been reached, after which no funds will be available for additional advances.

See *UG70 – Creating Advances* for more detailed information on this process.

1. Click **My E2** on the task bar.
2. Click the **Trips** tab.

Figure 1: My E2 – Trips tab

3. Locate the trip on the list.
4. Click the trip's **Show** link. This displays the Trip Dashboard.

   *TIP: If the **Create Travel Advance** button is not enabled, the authorization or trip status does not allow you to request an advance at this time.*

5. Click **Create Travel Advance**. The Advance Basic Information page displays.

Completing Advance Basic Information

Figure 2: Advance Basic Information page

1. Enter the requested whole dollar (USD) **Advance Amount**, if you are using USD as the payment option. If you are using another currency as a payment option, enter the amount in that currency.
2. Click **Save and Next Step**.

Completing Advance Accounting

The Advance Accounting page is used to select the accounts to fund your travel advance request. By default, this page shows the accounts selected to fund your authorization.

Your Funds Manager will adjust the POET line during the approval process, if needed. Click **Save and Next Step**.

Completing the Advance Summary Step

The Advance Summary page displays your travel advance information.

1. Review the advance. If you need to make changes, click the **Edit Details** link in any section to return to that step in the workflow process.
2. Click **Send to Approver**.