

Requesting an Advance

1. Select ADVANCE from the left navigation.
2. **REQUEST INFORMATION**
 - Choose Approval Path (you may see only one path)
 - Select Payee. Administrative Initiators will see the names of individuals for whom they can prepare a request.
 - Enter a contact name and phone number.
3. **PAYEE INFORMATION**
 - The "remit to" will default to the payee's direct deposit (ACH) information; or enter a new address if necessary, or preferred destination for checks.
4. **INVOICE INFORMATION**
 - Enter Travel Begin and Travel End dates.
 - Enter a brief explanation in the Detailed Description field.
5. **EXPENSE/ACCOUNT DETAIL INFORMATION**
 - The account will auto-populate to 12660, (All advances are expensed to this holding account; you will select the appropriate account to be charged when reconciling.)
 - Enter and validate your chartfield information.
 - Enter the Total Amount you are requesting.
6. **DISTRIBUTION INFORMATION**
 - Enter the amount to be sent directly to you and/or the amount to be credited to your NYU Corporate card.
7. Click **PREVIEW** to review your request before submitting it. Or, click **SAVE** to save your request for submission at a later time.
8. **PREVIEW & SUBMIT** (not pictured)
 - Review the information you have entered. Click **BACK** to edit.
 - Attach all supporting documentation
 - Click the folder icon to select the appropriate file.
 - Enter a brief description of the documentation.
 - Click **SUBMIT** when complete and click OK to confirm.

MAIN MENU

- EMPLOYEE
- ADVANCE 1
- REIMBURSEMENT
- SEARCH

EMPLOYEE ADVANCE
EMPLOYEE ADVANCE PREVIEW & SUBMIT

REQUEST INFORMATION 2

Approval Path Request # NEXT

Payee Prepared By Violet Bobcat

Contact Name Phone

PAYEE INFORMATION

Vendor ID Address 1 NYU DIVISION

Vendor Name 3 Address 2 105 E.17th Street, 4th Floor

Remit To Address 3

Address 4

City NEW YORK State NY Zip 10003

INVOICE INFORMATION 4

Advance Amount Budget Period Travel Begin Travel End

Detailed Description

EXPENSE / ACCOUNT DETAIL INFORMATION 5

| ACCOUNT | FUND | DEPT ID | PROGRAM | PROJECT | AMOUNT |
|---------|---|---|---|---|--------|
| 12660 | <input style="width: 20px;" type="text"/> | <input style="width: 20px;" type="text"/> | <input style="width: 20px;" type="text"/> | <input style="width: 20px;" type="text"/> | 0.00 |

DISTRIBUTION INFORMATION 6

Remit to Employee

Remit to Corporate Card

DISTRIBUTION TOTAL 0.00

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* **Advances must be reconciled within 60 days from the "end date" of the trip or event specified on the cash advance request.**
 For additional information visit the [Employee Reimbursement & Advances](#) page on FinanceLink.