Cash Advance Request

Cash advances can be requested for travelers, who are not eligible for a T&E Card. Cash advances are granted in limited situations for certain expenses when no other method of payment is possible. Begin by accessing the AggieTravel Requests. From the Requests page, select New Request.

Complete the required fields as indicated by the red line on the field. Enter the amount requested and complete the Cash Advance Justification field. Add any comments necessary for the transaction.

On the Expense page, add the type of expense(s) the cash advance will be used for. Once the expense(s) are added, allocate the cost and submit the request for approval. The request will route first to the fiscal officer, then to the department approver before moving to the central Travel office for review and issuance.

Visit www.travel.ucdavis.edu for more information.