



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 (beyond those already authorized by your approver). 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.

If advances are allowed, E2 calculates the maximum advance amount based on your agency's travel policies.

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

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

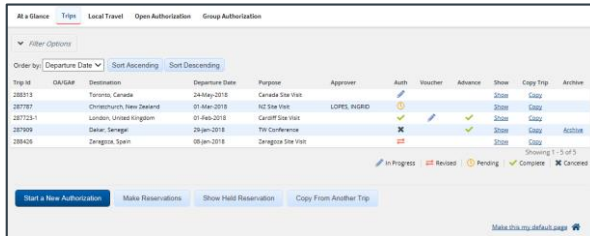


Figure 1: My E2 – Trips tab

3. Locate the trip on the list.
4. Click the trip's **Show** link. This displays the Trip Dashboard.
 - If the **Create Travel Advance** button is not enabled, the authorization, trip status, or your group's travel policy does not allow you to request an advance at this time.
 - If you are adding an advance received outside of E2, refer to the [Adding an Outside Advance](#) section.

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. Select how you want to be paid from the **Payment Options** list. Available selections are controlled by the payment options in your profile.

Figure 3: Advance Basic Information – Payment Options field

- This step is required if you have more than one payment option.
- The **Currency**, **Exchange Rate**, and **US Dollar Equivalent** fields are updated to reflect your choice.
 - a. **Currency** – The currency you selected as the payment option.

- b. **Exchange Rate** – The current exchange rate of the payment option currency to US dollars.
- c. **US Dollar Equivalent** – The USD equivalent of the advance amount.

3. If manual document numbering is enabled, enter a unique number in the **Document Number** field.
 - Hover over the **Document Number** field to see the required format.
 - If a document number is assigned by the system, this field is not enabled.
4. Click **Save and Next Step**.

Completing Advance Accounting

Use the Advance Accounting page to select the accounts to fund your travel advance request.

By default, this page shows the accounts selected to fund your authorization. Depending on your group's travel policy, you may or may not be able to select other accounts.

If you do not normally select funding sources for your travels, click **Save and Next Step**.

1. Review the accounts selected to fund your travel advance request.
 - If you have selected multiple accounts, verify that the total amount allocated covers all estimated expenses or the complete advance amount. Adjust the amount or percent allocated to each account, if necessary.
 - Click **Delete** to remove the account from the advance request.
 - Click **Select Account Codes** to select accounts to fund the advance.
2. 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**.

Adding an Outside Advance

The steps for adding an advance received outside of E2 are the same as those for creating a regular advance. Additional fields, however, are available.

1. On the Trip Dashboard, click the **Add Outside Advance** button. This displays the Advance Basic Information page.

***TIP:** If the **Add Outside Advance** button does not display, the authorization, trip status, or your group's travel policy does not allow you to add an outside advance at this time.*

2. Complete the Basic Information step.
 - a. Enter the **Date Paid** (formatted DD-MMM-YYYY), or click the calendar icon to select the date.
 - b. Enter the **Advance Amount** in the currency you were paid.
 - c. Select how you were paid from the **Payment Options** list.
 - d. Select the **Currency** from the list.
 - e. (Optional) Enter an 11-character **Document Number**.
 - f. Click **Save and Next Step**.
3. Complete the Advance Accounting step.
4. Complete the Advance Summary step.
5. Click **Complete Outside Advance**.

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