



Travel and Expenses

Requesting a Cash Advance

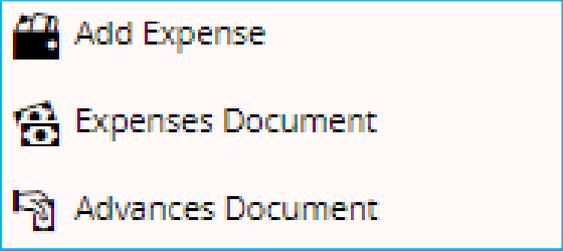
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If you are travelling on School Business, major costs such as hotels and flights can be booked in advance by using the School travel management company – [Diversity Travel](#) or by using a [School Purchasing Card](#).

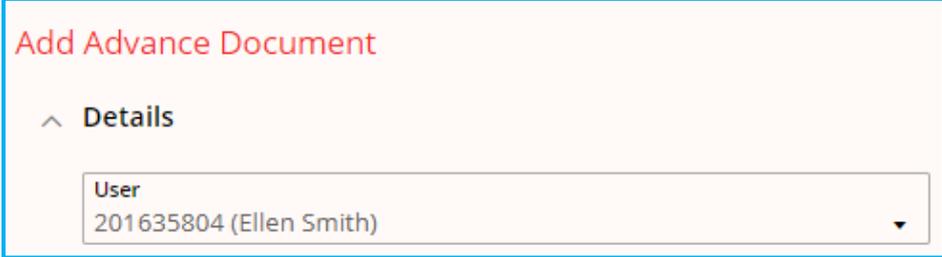
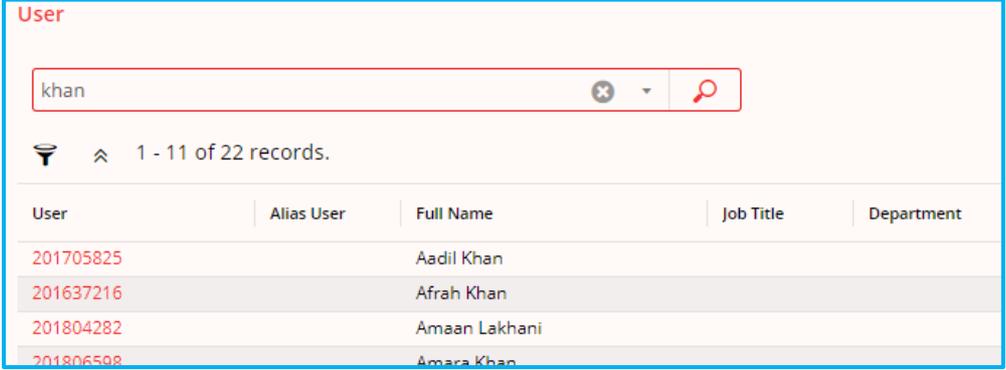
However, there will be occasions where costs will be incurred whilst you are away. You can request an advance, to be paid into your bank account, to cover these costs. You must then submit an expense claim upon your return to match the advance.

In general, no further advance will be made until a previous advance is cleared, though minor balances may be carried forward at the discretion of the Finance Director or the Head of Financial Reporting & Compliance.

1 Requesting a Cash Advance

<p>1. Log in to OneFinance</p> <p>2. In the Home page click on the My tab in roles bar at the bottom of the screen</p> 	<p>3. Click on the My Travel & Expenses function tile</p>  <p>The My Travel & Expenses page opens</p>
<p>4. Click on the + Add button next to the "Search" field at the top of the page</p>	<p>5. In the menu click on Advances Document</p>  <p>The Advance Document is displayed</p>

6. Complete the following fields:

Field	Value
<p>User – Requesting an Advance for Yourself</p>	<p>1. By default, the User field is populated with your name</p> 
<p>User – Requesting an Advance for a Colleague</p>	<p>2. If you are requesting an advance on behalf of a colleague:</p> <ul style="list-style-type: none"> • Click on the down arrow in the User field • Click on the  Advanced search link • In the Search field enter your search criteria for the name In this example the search is for “Khan”  <ul style="list-style-type: none"> • Click on the applicable name The field is populated with your selection  <p>NOTE: When the request is submitted, it will be routed to the selected staff member to approve the advance request</p>

Field	Value
Advance Date	<p>3. Click on the calendar icon in the Advance Date field and select the latest date the funds should be transferred to the claimant’s bank account.</p> <div data-bbox="437 427 807 510" style="border: 1px solid black; padding: 2px;"> <p>Advance Date * 05-Aug-2019 </p> </div> <p>Advances should be requested and approved at least 10 working days before the funds are required in the claimant’s bank account to ensure the funds are available.</p>
Payment Method	<p>4. This field is automatically populated and cannot be amended</p> <div data-bbox="437 696 802 779" style="border: 1px solid black; padding: 2px;"> <p>Payment Method Pay Employee Advance</p> </div>
Description	<p>5. Enter a meaningful explanation for the cash advance in the Description field, eg. Trip to universities in South America</p> <div data-bbox="437 920 1417 1055" style="border: 1px solid black; padding: 2px;"> <p>Description * Trip to universities in South America </p> </div>
Dates	<p>6. Enter the dates of your trip.</p> <div data-bbox="430 1126 1204 1220" style="border: 1px solid black; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> <div style="border-right: 1px solid black; padding-right: 5px;"> <p>From Date * 07-Aug-2019 </p> </div> <div style="padding-left: 5px;"> <p>To Date * 23-Aug-2019 </p> </div> </div> </div>
Advance for project managed by LSE R&I?*	<p>7. By default the field is set to “No”</p> <div data-bbox="426 1294 1121 1391" style="border: 1px solid black; padding: 2px;"> <p>Advance for project managed by LSE R&I? * NO (No) </p> </div> <p>If applicable, click on the down arrow and select “YES (Yes)” R&I is LSE Research and Innovation</p>

Field	Value																								
Project Number (if Project Related)	<p>8. If you have changed the previous field, i.e. Advance for project managed by LSE R&I? to “Yes” it will be necessary to enter the corresponding project code.</p> <div data-bbox="438 465 1412 548" style="border: 1px solid #00aaff; padding: 5px; margin-bottom: 10px;"> <p>Project No (if Project Related):</p> </div> <ul style="list-style-type: none"> Click on the down arrow in the field To search for the project click on the Advanced search link In the Search field enter your search criteria for the name In this example the search is for “america” <div data-bbox="438 768 1399 1323" style="border: 1px solid #00aaff; padding: 10px; margin-bottom: 10px;"> <p>Project No (if Project Related):</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ✕ ▼ 🔍 </div> <p>🔍 ⬆ 1 - 7 of 7 records.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Selection Code</th> <th style="width: 60%;">Description</th> <th style="width: 25%;">Status</th> </tr> </thead> <tbody> <tr><td>100084</td><td>Promoting And Regulating Generic Medicines In Latin...</td><td>Active</td></tr> <tr><td>100138</td><td>Systems Of Violence In The Americas: Reframing Urb...</td><td>Active</td></tr> <tr><td>101580</td><td>How America Shaped the Early M</td><td>Active</td></tr> <tr><td>101596</td><td>Kant in South America</td><td>Active</td></tr> <tr><td>101707</td><td>Latin America and Caribbean Centre Blog</td><td>Active</td></tr> <tr><td>103325</td><td>American Friends of LSE</td><td>Active</td></tr> <tr><td>103469</td><td>The first Commodity Boom in South America</td><td>Active</td></tr> </tbody> </table> </div> <ul style="list-style-type: none"> Click on the applicable project <p>The field is populated with your selection</p> <div data-bbox="438 1489 1353 1579" style="border: 1px solid #00aaff; padding: 5px;"> <p>Project No (if Project Related):</p> <p>100138 (Systems Of Violence In The Americas: Reframing Urban \</p> </div>	Selection Code	Description	Status	100084	Promoting And Regulating Generic Medicines In Latin...	Active	100138	Systems Of Violence In The Americas: Reframing Urb...	Active	101580	How America Shaped the Early M	Active	101596	Kant in South America	Active	101707	Latin America and Caribbean Centre Blog	Active	103325	American Friends of LSE	Active	103469	The first Commodity Boom in South America	Active
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<p>Cost Centre</p>	<p>9. Type a keyword into the Cost Cente box and select the applicable option</p> <div data-bbox="438 421 1481 1010" style="border: 1px solid #00aaff; padding: 5px;"> <p>Cost Centre: anthr ✕ ▾</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Selection Code</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td>1006</td> <td>Anthropology - Academic Activity</td> </tr> <tr> <td>1007</td> <td>Anthropology - Administration</td> </tr> <tr> <td>1009</td> <td>Anthropology of Economy</td> </tr> <tr> <td>1233</td> <td>Philanthropy</td> </tr> <tr> <td>1237</td> <td>Philanthropy Research</td> </tr> </tbody> </table> <p>🔍 Advanced search</p> </div> <p>The field is populated with your selection</p> <div data-bbox="391 1115 1299 1205" style="border: 1px solid #00aaff; padding: 5px;"> <p>Cost Centre: 1009 (Anthropology of Economy) ▾</p> </div>	Selection Code	Description	1006	Anthropology - Academic Activity	1007	Anthropology - Administration	1009	Anthropology of Economy	1233	Philanthropy	1237	Philanthropy Research
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<p>Expected Reconciliation Date</p>	<p>10. Enter the date you will complete the expense claim for your trip – this should be within two weeks of your return date</p> <div data-bbox="438 1339 884 1429" style="border: 1px solid #00aaff; padding: 5px;"> <p>Expected Reconciliation Due Date * 30-Aug-2019 📅</p> </div>												
<p>Currency Code</p>	<p>11. This field is set to GBP by default. Only GBP advances are available to be paid into your UK bank account</p> <div data-bbox="438 1563 1358 1756" style="border: 1px solid #00aaff; padding: 5px;"> <p>Currency Code * GBP (British Pounds Sterling) ✕ ▾</p> <p>Exch Rate 1.000000</p> </div>												
<p>Request Total</p>	<p>12. Enter the amount of that you would like to request</p> <div data-bbox="438 1823 826 1912" style="border: 1px solid #00aaff; padding: 5px;"> <p>Request Total 400.00</p> </div>												

Field	Value
Optional Notes	<p data-bbox="389 344 1185 383">13. Add any other relevant information for your approver</p> <div data-bbox="440 418 1316 607" style="border: 1px solid black; padding: 5px;"><p data-bbox="448 427 608 454">Optional Notes</p><p data-bbox="448 459 1197 521">Will be travelling to various countries which will require local expenditure I couldn't book in advance.</p></div>

2 Submitting a Cash Advance for Approval

1. When you have completed the form click on the  button in the top right hand corner

A summary of your request is displayed:

Advance Details 

^ Details

User
Training 25

Advance Date
05-Aug-2019

Payment Method
Pay Employee Advance

Description
Trip to universities in South America

From Date
07-Aug-2019

To Date
23-Aug-2019

Is Advance related to Research?
NO (No)

Project No (if Project Related):
100138 (Systems Of Violence In The Americas: Reframing Urban Violenc)

Cost Centre:
1009 (Anthropology of Economy)

Expected Reconciliation Due Date
30-Aug-2019

Currency Code
British Pounds Sterling (GBP)

Exch Rate
1.000000

Request Total
400.00

Optional Notes
Will be travelling to various countries which will require local expenditure I couldn't book in advance.

^ Additional Information

2. If you would like to edit the information, click on the  button in the top right hand corner of the summary

The form reopens so that you can make the desired modifications and **Save**

3. If/when everything is correct, click on the  button in the top left hand corner of the page

3 Checking the Status of your Claim

You can see where your claim is in the approval chain by selecting Approval History. The claim will be reviewed by the Finance Division and subsequently routed to your approver.

1. If applicable, to open the cash advance, click on **My Travel & Expenses**

2. Click on the **My Documents** tab
Your list of travel and expenses document opens

In the list a submitted cash advance request appears with the status of **Review Advance** like the example below. This also shows the reference number for the claim, which will be needed later when providing receipts against it

3. Click on the relevant cash advance in the list

4. Click on the **View** button on the right hand side

The cash advance document is opened

5. Click on the **Approval History** pane on the left side of the page
The Approval History page opens

- The red row indicates the advance is assigned to the Finance Pool to review the advance. Once it has been checked it will be forwarded to the Budget Holder to approve

4 Making an Expense Claim using a Cash Advance

1. See the [Making an Expense Claim - Full Guide](#) or the [Quick Guide to Preparing and Managing Your Expense Claims](#) for details about submitting your receipts against your advance. The process is almost identical to the process for making a claim for out of pocket expenses. The only difference is:

If the expense information is to be offset against a previously received cash advance the Payment Method field on each expense should be changed to the second option, Pay using Employee Advance (use drop down to display this). This will reveal a box into which your Advance number should appear. If you have more than one, you will need to select the relevant Advance document.

Payment Method *	Associated Advance Document *										
Pay using Employee Advance	002647										
Description *											
	<table><thead><tr><th>Document Number</th><th>Description</th><th>Available</th><th>Total</th><th>Currency</th></tr></thead><tbody><tr><td>002647</td><td>xx</td><td>1,257.00</td><td>1,257.00</td><td>GBP</td></tr></tbody></table>	Document Number	Description	Available	Total	Currency	002647	xx	1,257.00	1,257.00	GBP
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	<input type="checkbox"/> Advanced search										