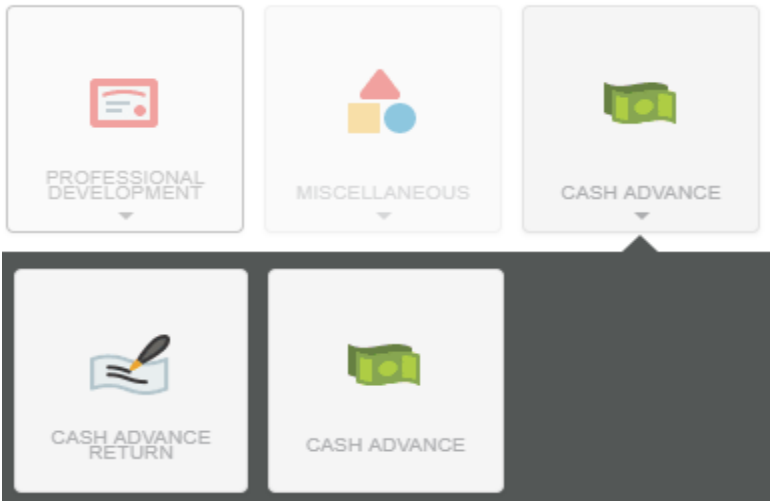# Cash Advance Expense Type

This expense type has two sub-mosaic tiles, which include: Cash Advance Return and Cash Advance.

Each of these sub-mosaic tiles will require the following fields to be populated:

- **Date**: date of receipt
- **Spent:** total being requested
- **Attachments:** documentation for cash advance request

To add any of these expense types, click the Cash Advance mosaic and then click the respective sub-mosaic tile.

- *IMPORTANT*: Cash Advances are issued in limited situations such as for Per Diem for students on faculty-led student trips and Per Diem for students of Athletic teams. Contact Accounts Payable to see if a cash advance is applicable for the trip.