There are **two procedures** for adding a cash advance to an expense report.

**PROCEDURE 1: CREATING AN EXPENSE REPORT DIRECTLY FROM A CASH ADVANCE**

1. Select Request > Manage Requests.
2. Choose the cash advance (or request) you want to create an expense report for.
4. This will automatically create an expense report and will fill in all boxes in the report header.
5. Continue adding expenses to your report.
PROCEDURE 2: ADDING A CASH ADVANCE TO AN EXISTING CLAIM REPORT

1. In the claim report screen, select Report Details > Manage Cash Advances.

![Image: Cash Advances screen]

2. Select Add. Choose the Advance(s) linked to this report and select Add to Report.

3. The cash advance has now been added to your claim report, as shown below. Select Close to go back to the claim report screen.

![Image: Cash Advances table]

4. Continue adding expenses to your report.

5. Once all the expenses are added, select Submit Report.