

Group Travel – Cash Advance

Mason employees traveling on university business for group travel may request a travel advance. The advance may be used to pay out-of-pocket travel expenses that are un-allowable on a Mason P-Card or are unable to be directly billed to Accounts Payable. Group Travel only occurs when Faculty and staff members are supervising groups of students on university-sponsored activities; such as forensics, athletics, music, etc.

All Cash Advance requests require a Pre-Approval and Cash Advance Request submitted and approved in the Mason Finance Gateway ([link](#)). Cash Advance Requests may be submitted up to 14 days prior to the trip and the employee traveler will receive the Cash Advance via direct deposit ([AP Direct Deposit Guide \(link\)](#)). Please follow the guide below for instructions on completing the Pre-Approval, Cash Advance Request and after trip Expense Report/Reconciliation.

The incurred expense(s) must be considered reimbursable under the Travel, Meals and Entertainment Policy. Supporting documentation in the form of vendor provided receipts must be attached. Itemized receipts with the following specific requirements should clearly document the purchase.

- **Public transportation/registration/entry fees:** The receipt must contain the name and address of the provider.
- **Meals:** A Travel Meal Allowance form ([link](#)) is required when cash is given to attendees. In all cases, the roster must include each recipients' name, date and meal type, amount of cash given, and recipient signature.
- **Lodging expenses:** A legitimate receipt with the name and location of the lodging.
- **Tour guides, translators, speakers or other individuals up to \$600:** A legitimate receipt including the recipients' name, amount paid and recipient's signature must be obtained and the [Justification for Services Performed Outside of the United States Form](#) must be completed at the time the service is rendered. If vendor cannot provide receipt, use [Receipt Certification Form](#).
- **Tour guides, translators, speakers or other individuals in excess of \$600:** Cash payment may not be issued. Payment must be made via the *Payment Request, Honorarium* or Purchase Order process, as appropriate. Proper tax documentation must be obtained (W-9/W-8BEN) and submitted with the request for payment. The department should complete this process prior to trip departure and obtain a check payment for the payee whenever possible. Payments may be made via wire transfer to the payee upon trip return in extenuating situation. Please review the [Honorarium Payments to Foreign Nationals](#) guide.
- **Unattainable International receipts:** Every effort should be made to obtain a legitimate receipt for all business expenses. In the event that a receipt cannot be obtained, the [Receipt Certification Form](#) may be submitted to justify the purchase.

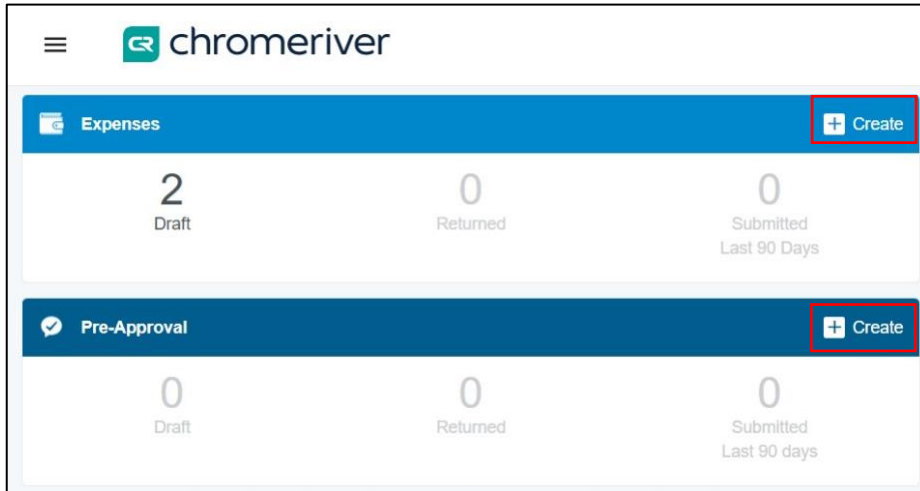
Delinquent Advances

A Cash Advance is a direct loan to an individual. The traveler must return the unused portion of the Travel Advance and complete an Expense Reimbursement/Reconciliation within 30 calendar days of the trip return date. Failure to repay in a timely manner may result in a suspension of future Cash Advance privileges and/or deduction of the outstanding amount through payroll. In the event the employee has left the university, the delinquent account will be placed with a collection agency. The employee will be responsible for all costs incurred in collecting the delinquent debt. If a travel advance was issued but is no longer needed, the traveler must submit a Cash Advance Return as referenced in the "Return Unused Cash Advance" section noted below along with an Expense Report to reconcile.

Group Travel – Cash Advance

Create Pre-Approval

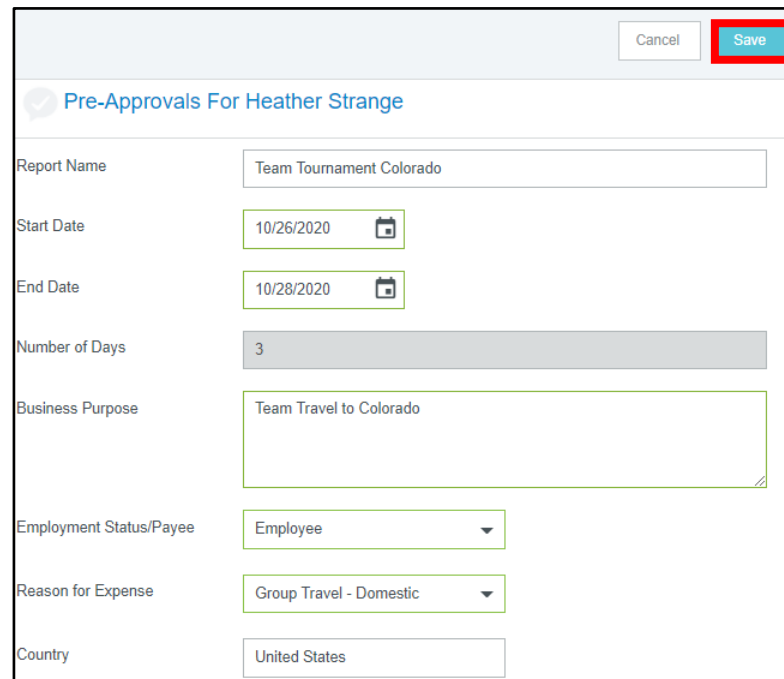
1. Login to the [Mason Finance Gateway](#) using your Mason Net ID and Password.
2. Once logged in, you will land on the **Dashboard**. To begin a new document, click on **+ New** and then **Pre-Approval Report**.



The screenshot shows the Chromeriver dashboard. At the top, there is a navigation menu with a hamburger icon and the 'chromeriver' logo. Below this, there are two main sections: 'Expenses' and 'Pre-Approval'. Each section has a 'Create' button highlighted with a red box. The 'Expenses' section shows 2 Draft, 0 Returned, and 0 Submitted Last 90 Days. The 'Pre-Approval' section shows 0 Draft, 0 Returned, and 0 Submitted Last 90 days.

3. Complete the report information as follows:

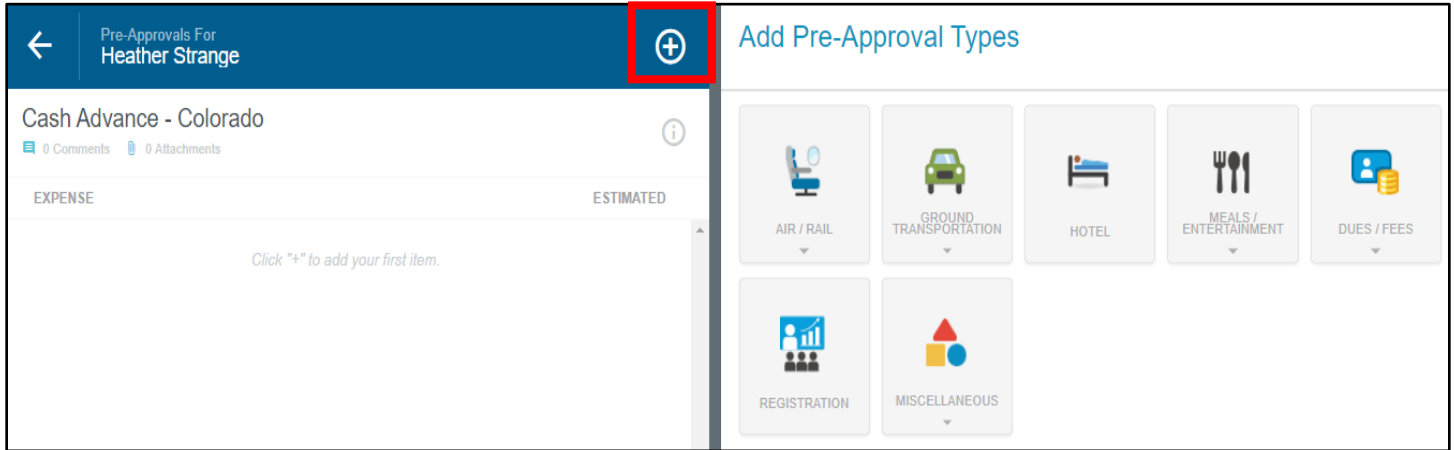
- a) *Report name*: Suggested format - Month/Year and Event, Destination
- b) *Start Date and End Date*: Select Start Date and Enter Date of the travel/event for expense(s)
- c) *Enter Business purpose*- Enter detailed description of the nature of travel
- d) *Employment Status/Payee*: Select Employee
- e) *Reason for expense*: Select **Group Travel Domestic** or **Group Travel International**
- f) *Country/Destination*: Add location information
- g) *Enter Allocation*: this will apply to the entire document (you can update different line item allocations on the Expense Reimbursement after the trip is complete)
- h) Click **Save**



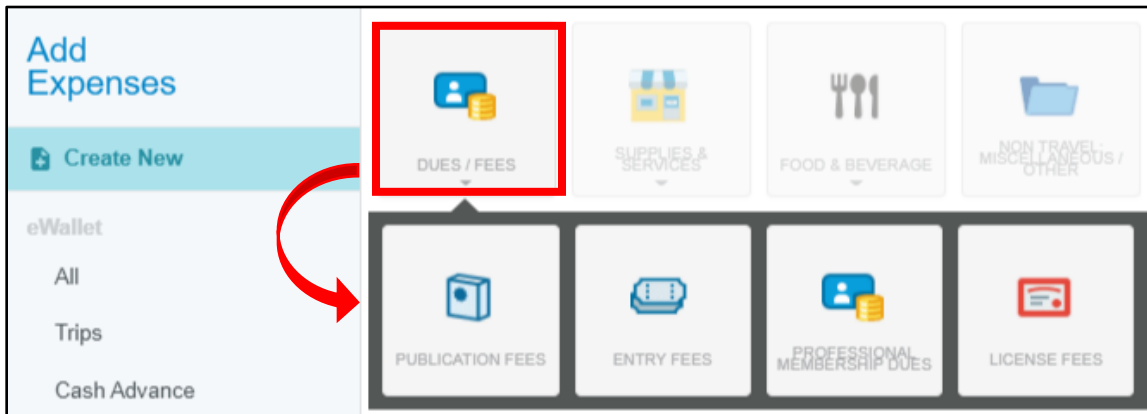
The screenshot shows the 'Pre-Approvals For Heather Strange' form. The fields are filled as follows: Report Name: Team Tournament Colorado; Start Date: 10/26/2020; End Date: 10/28/2020; Number of Days: 3; Business Purpose: Team Travel to Colorado; Employment Status/Payee: Employee; Reason for Expense: Group Travel - Domestic; Country: United States. The 'Save' button is highlighted with a red box.

Group Travel – Cash Advance

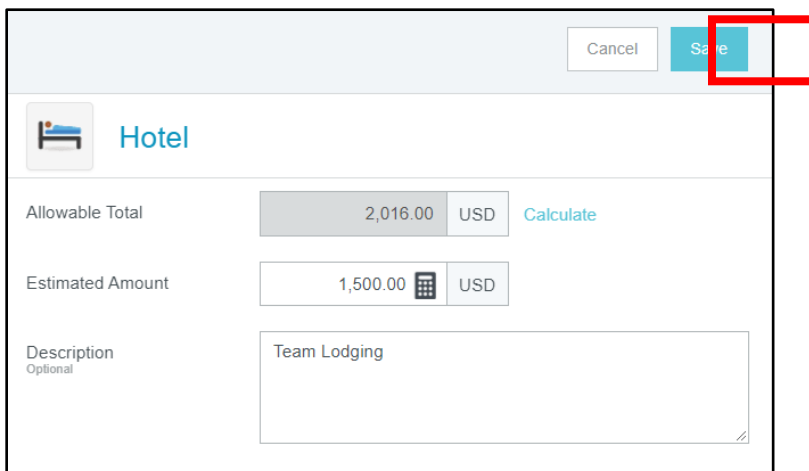
- Click the + to select expenses to add. Expense tiles will display based on the selected Reason for Expense.



- Specific expense types are group together under a main tile. Clicking on a tile, will show more specific expense types if applicable. *Note: Each expense tile is tied to an account code in Banner. This allows the reimbursement request to be transmitted to Banner without any data entry by Fiscal Services staff.*



- Select one or more Expense(s) to add to the Pre-Approval document. Each tile may require different information from the user. Additional compliance warnings and violation are also built into the system.
- Add an **Attachment**. A list of travelers or roster must be attached to the Pre-Approval.
- Click **Save** to add the expense to the document. Continue to **Create New Expense**, as desired.



Group Travel – Cash Advance

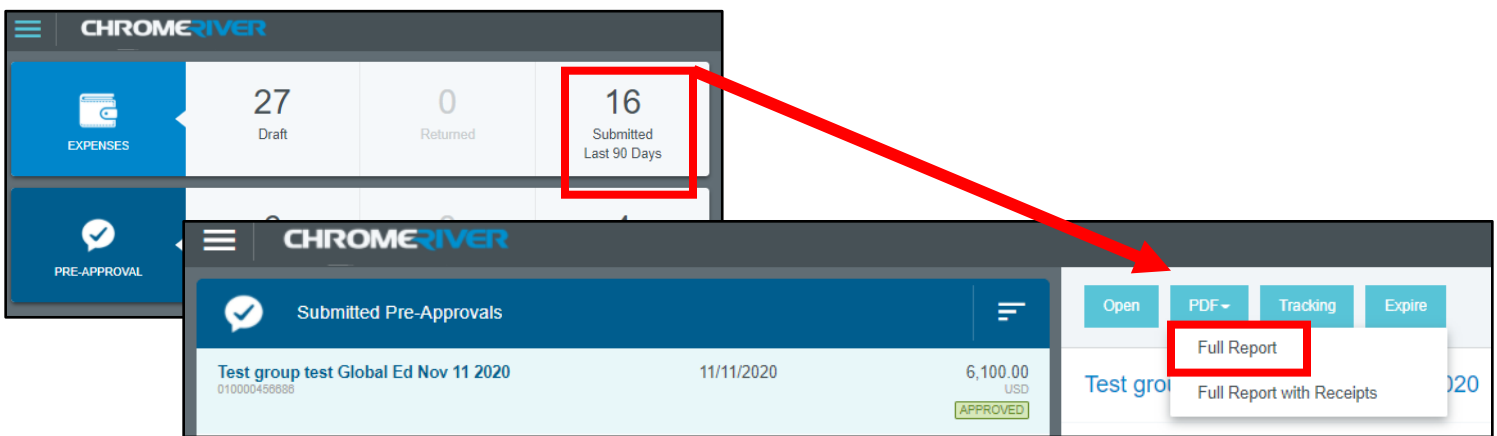
9. Once all estimated expenses for the Pre-Approval have been entered Click **Submit**. Review the certification and then click **Submit** again.

Submit Confirmation

By clicking "Submit," I hereby certify that I have read, understood, and complied with all university policies. The expenses listed on this reimbursement were incurred by me on official business for the Commonwealth of Virginia and include only such expenses as were necessary to conduct business. These expenses have not been previously claimed nor will they be presented to an organization other than George Mason University for reimbursement.

PA Report ID 010000451574	Total Estimated Amount 2,500.00 USD	Submit	Cancel Pre-Approval Submit
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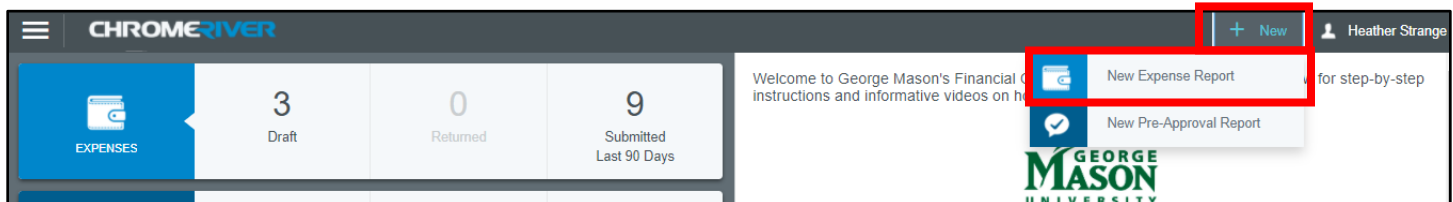
10. The Document will be routed to the user/delegates Approver, then Fund/Org Approver. *Note: Additional routing is built into the system for OSP, RDIA, and International travel and will route accordingly.*
11. Once the Pre-Approval is fully approved, go to the Dashboard and click on the “Submitted” que to open. Locate the appropriate Pre-Approval, click the PDF tab and select PDF – Full Report. Save to your computer.



The screenshot shows the Chrome River dashboard. At the top, there are three columns for 'Draft' (27), 'Returned' (0), and 'Submitted Last 90 Days' (16). The 'Submitted' column is highlighted with a red box. Below this, a 'Submitted Pre-Approvals' table is visible. One entry is shown: 'Test group test Global Ed Nov 11 2020' with a date of '11/11/2020' and an amount of '6,100.00 USD'. The status is 'APPROVED'. To the right of this entry, a menu is open with options: 'Open', 'PDF', 'Tracking', and 'Expire'. The 'PDF' option is selected, and a sub-menu is shown with 'Full Report' and 'Full Report with Receipts'. 'Full Report' is highlighted with a red box. A red arrow points from the 'Submitted' count in the top navigation to the 'Full Report' option in the sub-menu.

Create the Cash Advance Request

1. Once logged in, you will land on the **Dashboard**. To begin a new document, click on **+ New** and then **New Expense Report**.

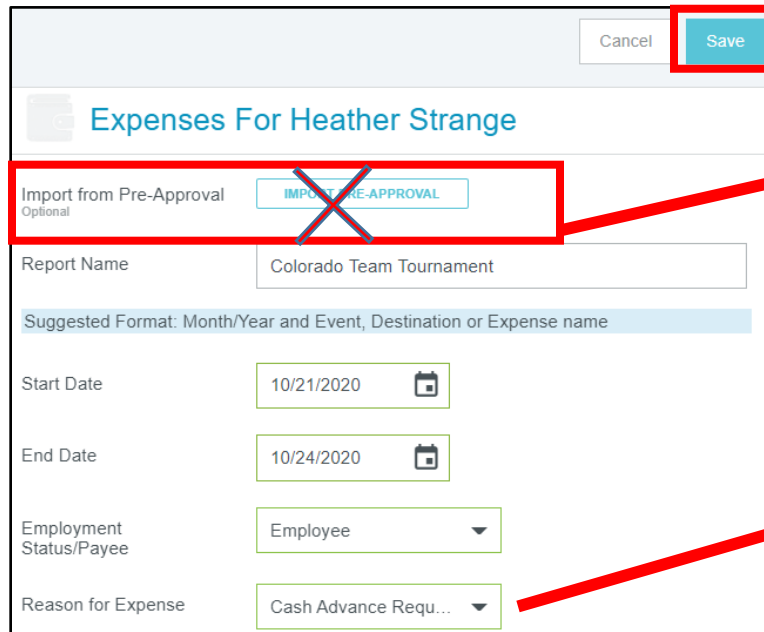


The screenshot shows the Chrome River dashboard. At the top right, there is a '+ New' button highlighted with a red box. A dropdown menu is open below it, showing two options: 'New Expense Report' and 'New Pre-Approval Report'. 'New Expense Report' is highlighted with a red box. The dashboard also shows a summary of 'Draft' (3), 'Returned' (0), and 'Submitted Last 90 Days' (9) items.

2. Complete the report information as follows:
- a. *Report name:* Match the Pre-Approval report name
 - b. *Start Date and End Date:* Select Start Date and Enter Date of the travel/event for expense(s)
 - c. *Employment Status/Payee:* Select Employee
 - d. *Reason for expense:* select **Cash Advance Request**
 - e. *Enter Business purpose-* Enter detailed description of the nature of the charges.

Group Travel – Cash Advance

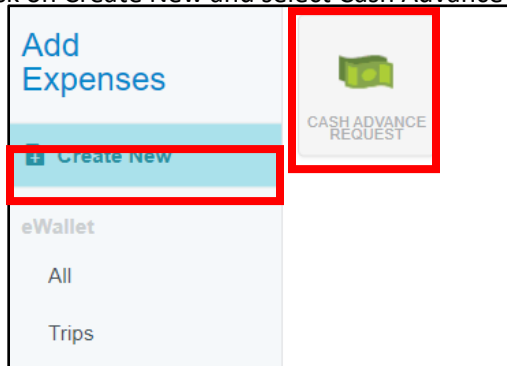
f. Click **Save**



DO NOT Import Pre-Approval on the Cash Advance Request!

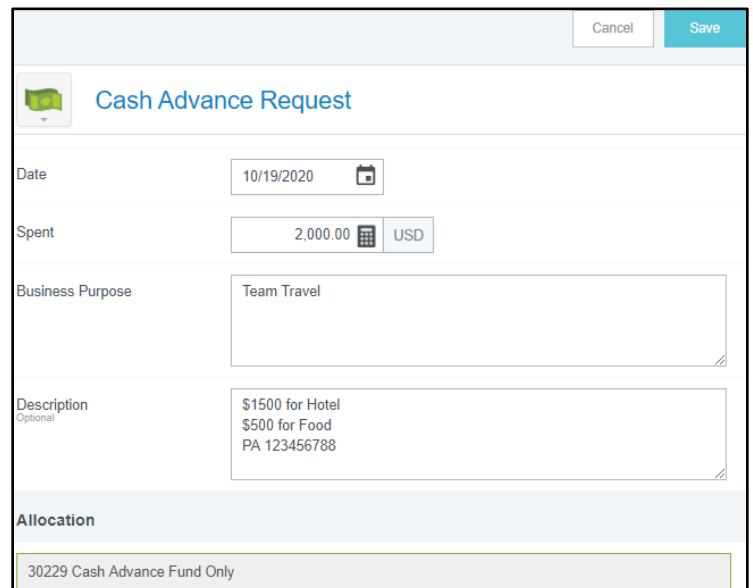
Select Cash Advance Request under Reason for Expense.

3. Click on Create New and select Cash Advance Request.



4. Enter the total amount of Cash Advance.
Add details under Description

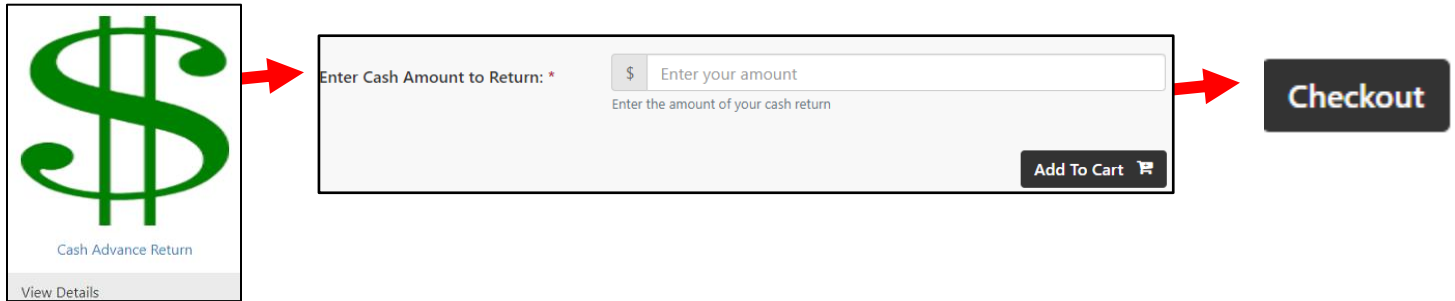
- Add an **Attachment** - the PDF copy of the Pre-Approval document (required).
- Click **Save** to add the expense to the document.
- Click **Submit**. Review the certification and then click **Submit** again.
- The Document will be routed to the user/delegates Approver, then Fund/Org Approver. *Note: Additional routing is built into the system for OSP, ORIA, and International travel and will route accordingly.*



Group Travel – Cash Advance

Return Unused Cash Advance – After Trip Completion

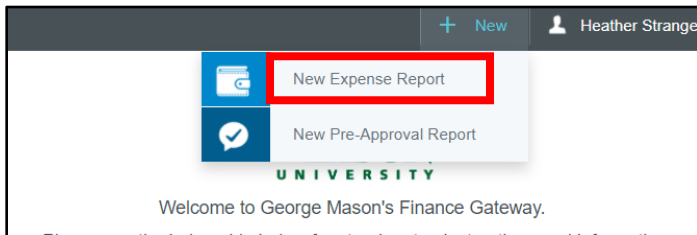
If the full cash advance was not used, the remaining amount must be submitted back to Mason through the [Cash Advance Return](#) online storefront using a credit/debit card or ACH. To return a portion of the cash advance, go to the [Cash Advance Return](#) storefront, select “Cash Advance Return,” enter the amount and then “Add to Cart.” Go to “Checkout” and use your Mason email (gmu.edu) as the contact email. Continue to credit/debit or ACH information. Review Payment confirmation and receipt.



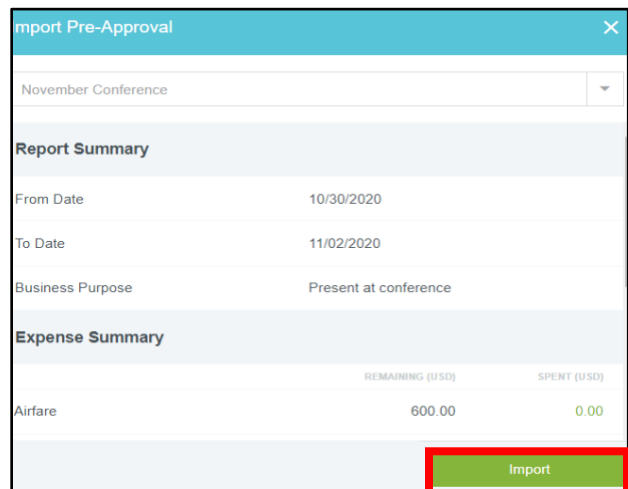
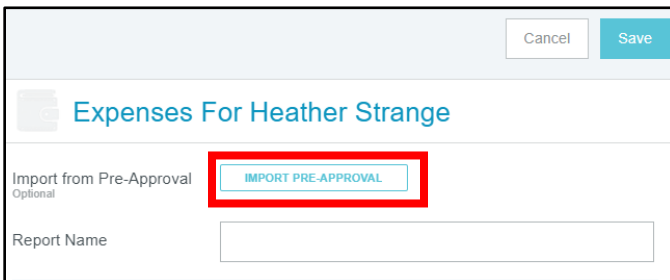
You will receive an email receipt once the transaction is complete. Forward this email to receipt@ca1.chromeriver.com. Once forwarded, the receipt will be available in your Chrome River eWallet to attach to the Expense Report. Otherwise, you must save and upload the document during the Expense Report submission.

Submit Expense Report – After Trip Completion

1. Login to the system and select **+ New** then, **New Expense Report**.

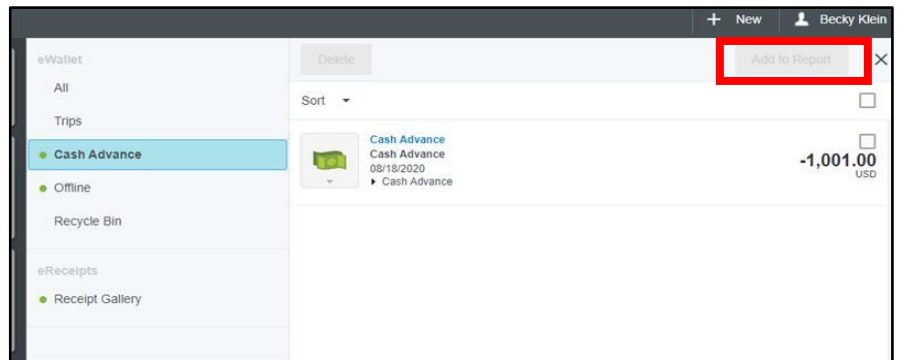


2. Click on **Import Pre-Approval**.
 Select the appropriate Pre-Approval from the drop-down list. Then click **Import**.
 On the next screen, click **Save**.

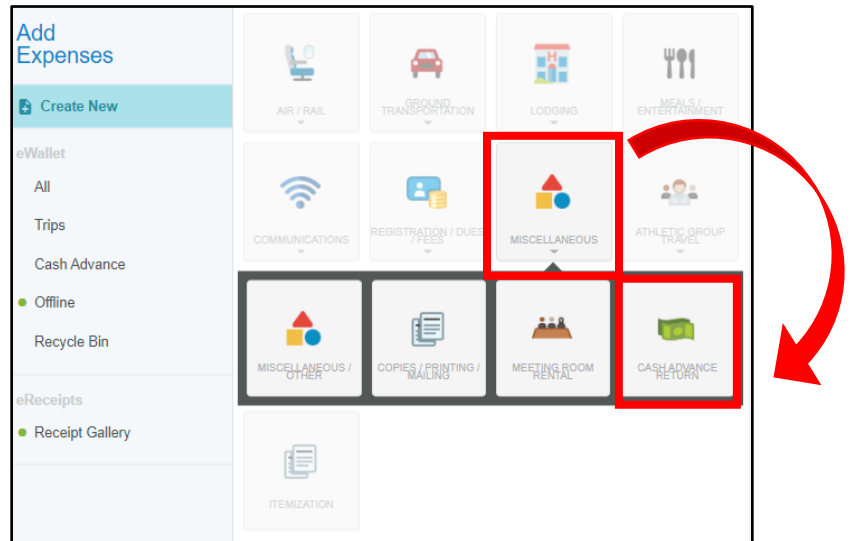


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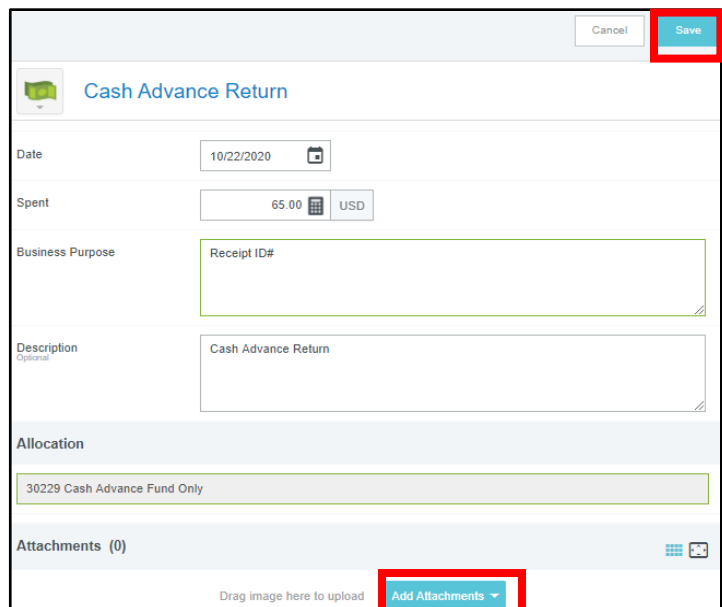
- Click on + to view your eWallet and then add the existing Cash Advance. Click to select the Cash Advance and then Add to Report.



- IF the full Cash Advance was not used, the Cash must be returned to Mason. To record the Cash Advance return, select the Miscellaneous tile and then Cash Advance Return.

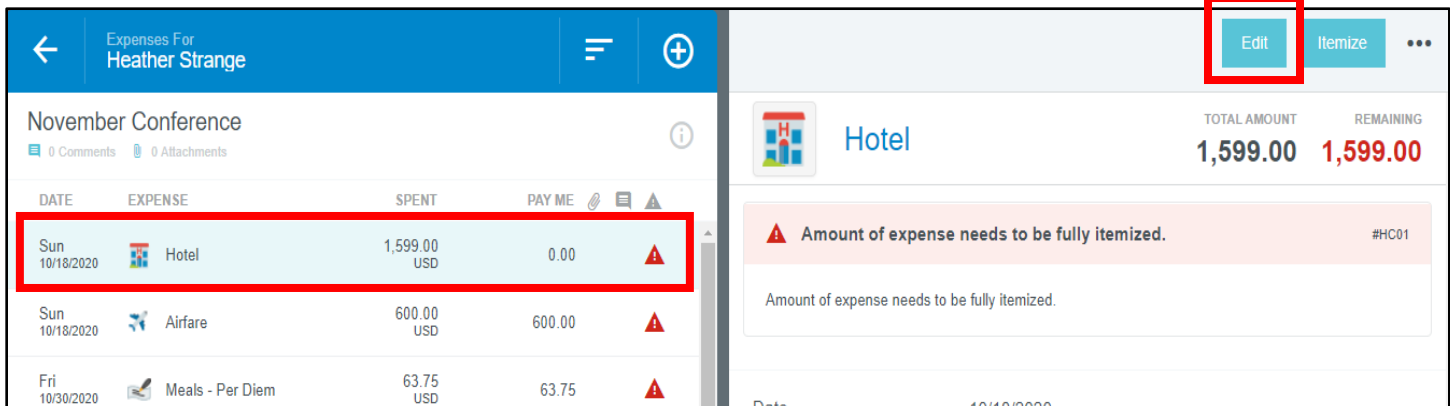


- Enter the required information and then Add Attachment – the Cash Advance Return receipt (saved in your receipt gallery or upload from your computer).



Group Travel – Cash Advance

- Continue by clicking on each expense and then selecting **Edit**. Each expense may require different information. Any items with a red triangle must be updated before the document can be submitted.



DATE	EXPENSE	SPENT	PAY ME	
Sun 10/18/2020	Hotel	1,599.00 USD	0.00	⚠️
Sun 10/18/2020	Airfare	600.00 USD	600.00	⚠️
Fri 10/30/2020	Meals - Per Diem	63.75 USD	63.75	⚠️

Hotel TOTAL AMOUNT: 1,599.00 REMAINING: 1,599.00

⚠️ Amount of expense needs to be fully itemized. #HC01

- Continue to **Edit** expenses until no red triangles are present.
- The Cash Advance should automatically reduce the amount of the Expense reimbursement.
- The report should equal \$0 if no additional funds are due to the traveler. This means that the expenses were paid using the Cash Advance and any unused Cash was returned and noted on the report. You cannot submit a report with a negative (-) amount.
- Click **Submit** to begin the approval routing.

For questions or assistance with Group Travel – Cash Advance please contact travel@gmu.edu. General navigation and guidance for the Mason Finance Gateway is available at <https://fiscal.gmu.edu/mason-finance-gateway/>.