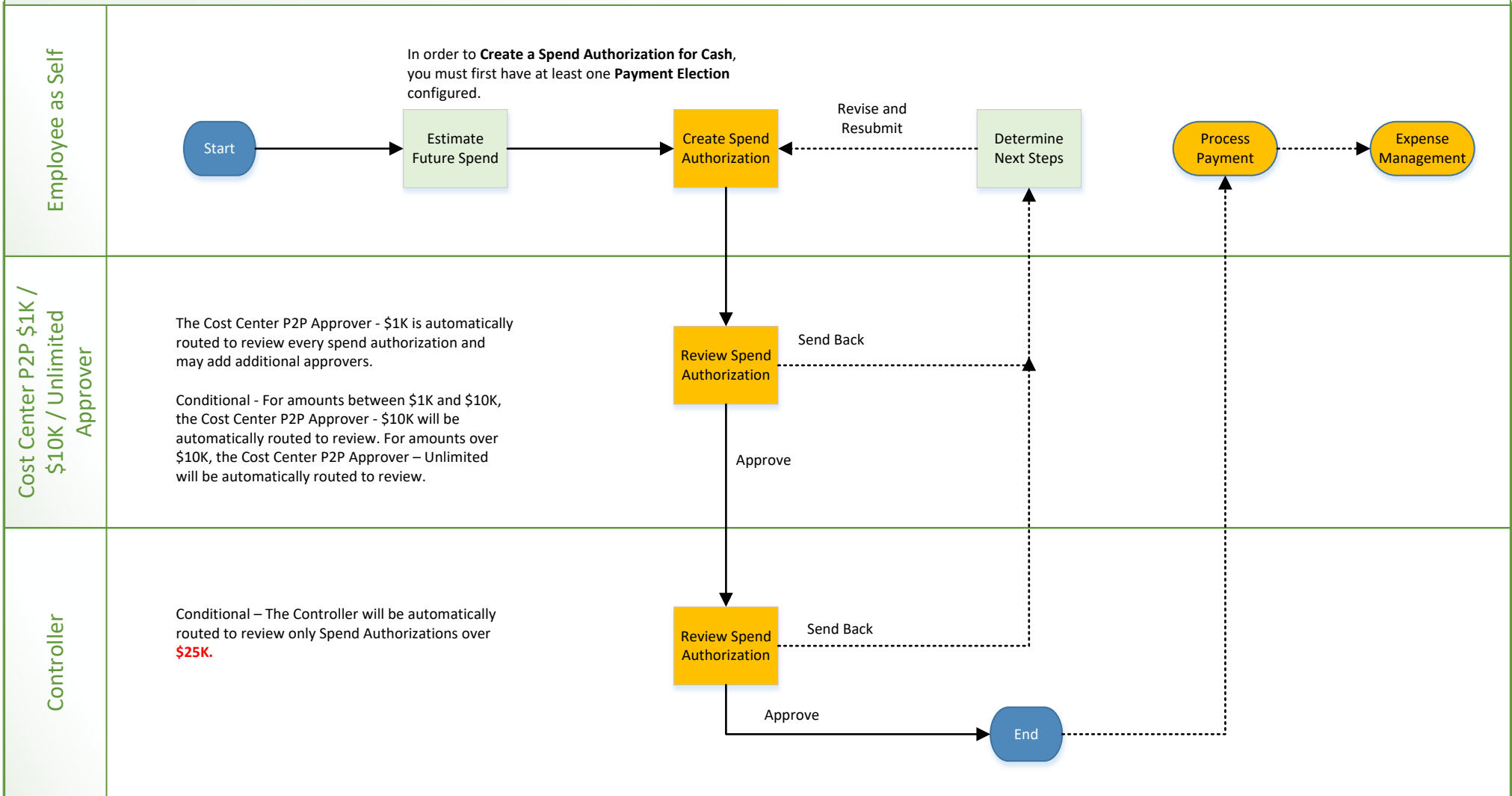


Cash Advance – Future State – “Spend Authorization (or Cash Advance)”



Note:

There is no way in Workday to Cash Advance a non-Employee Student.

If a non-Employee Student needs Petty Cash or a Cash Advance, a department employee must fill out a Spend Authorization to track that money and reconcile later via Expense Report.