Submitting a Travel Advance in Oracle

If your organization uses Oracle Fusion Expenses, submitting a travel advance (cash advance) is typically done through the Expenses module before your trip.

Steps

1. Log in to Oracle and navigate to Me > Expenses.
2. Open Cash Advances and click Request Cash Advance.
3. Enter the Advance Amount, Business Purpose, Trip Start Date, and Trip End Date. Select a payment method if available.
4. Review the request and click Submit for approval.
5. Monitor the status under Expenses > Cash Advances.

After the Trip

Create and submit your Expense Report and apply the cash advance against your actual travel expenses. Any unused advance amount may need to be returned or cleared according to company policy.

Common Information Required

- Travel destination
- Business purpose
- Travel dates
- Amount requested
- Cost center/project (if applicable)
- Supporting documentation should include the receipts and Centre Suite transactions or statement to support the travel