



**VISION EXPENSES MODULE**  
**CASH ADVANCE CHECKLIST for Department Expense Coordinator**

[This checklist is provided as a job aid for expense coordinators responsible for reviewing and approving Cash Advance requests from employees for authorized travel. While its use is not required, departments are encouraged to use this checklist or adapt it to reflect their own business processes, provided they do not conflict with AOA [Bulletin 3.4: Employee Travel & Expense Policy](#).]

1. The employee has an approved Travel Authorization in the VISION Expenses module.	<input type="checkbox"/>
2. Any other prior authorizations required by Bulletin 3.4 (e.g., out-of-country) <u>or</u> my department's business processes have been obtained.	<input type="checkbox"/>
3. The employee does not have any <b>overdue</b> cash advances.	<input type="checkbox"/>
4. The requested amount is for at least \$200.	<input type="checkbox"/>
5. The requested amount does not exceed the amount of the Travel Authorization.	<input type="checkbox"/>
6. The requested amount does not include any expenses to be direct paid by my department or charged to the P-Card.	<input type="checkbox"/>
7. <b>For requests over \$1,500*</b> : An additional approval (off-line) from an appropriate department manager has been obtained prior to final approval in VISION.	<input type="checkbox"/>
8. The cash advance will not be approved more than 30 days prior to the start date of the trip as indicated on the Travel Authorization.	<input type="checkbox"/>

\* Dept of Finance & Management recommendation