Replenish a Program Advance

To Replenish a Program Advance, an Expense Report (ER) must be created by the Program Advance owner, or their Proxy, using the Purpose *Employee Misc Expense Reimbursement.*

University Student Financial Services & Cashier Operations (USFSCO) will notify the Program Advance owner when the check will be ready for the payee to pick up, sign for, and cash the check. The check can be cashed at the Cashier's Office or another financial institution.

Step	Task
1.	Click the **Expense Report** icon.
2.	Complete the **Document Header** information**:** 1) Enter a unique report title in the **Report Title** field. To expedite the processing of the Program Advance request, add the prefix "ADVR" to the report title (e.g., ADVR Name of Study). 2) Select **Employee Misc Expense Reimbursement** from the **Purpose** menu. 3) Enter a business purpose or justification in the **Business Purpose/Justification** field. 4) Select **Employee** from the **Payee Affiliation** menu.
3.	Click the **Continue** button.
4.	Select the **141200-Human Subject Replenishments** expense type from the menu.
5.	Click the **Add Expense** button.
6.	Enter information in the fields under **Standard Information.**
7.	Select the department C-FOP from the **Project** menu under **Charge Code Allocations.** Do not select the Advance C-FOP.
8.	Enter a note in the **Notes** field. The note should specify one of the following. • Direct deposit **OR** • Check pick up o Provide cash denominations, location (UIC, UIUC, or UIS), and the name and phone number of the contact person.
9.	Click the **Save** button.
10.	Attach any receipts if necessary. For more information on how to attach receipts, review the *Browse and Attach Receipts* job aid.
11.	Click the **Submit** button.
12.	Read the certification information, and click **View Policy** if necessary.
13.	Click the **Continue** button.