

# Cash advance and expense report

1. An employee makes a request: the starting task.
2. Her supervisor approves the request.
3. Finance gives her an advance for the amount requested.
4. The employee makes the purchase or expense (a manual task, done outside the system).
5. The employee reports the expense and attaches receipts to the report.
6. The supervisor approves the report.
7. Finance reimburses the employee or receives the balance of the advance.
8. Finance updates the accounting system with appropriate accounting entries (a manual task, done outside the system).
9. The expense report is signed as treated by Finance and filed: the ending task.