

STUDENT FISCAL SERVICES: Request Cash Advance - Foreign Currency

This document explains how to request a cash advance of foreign currency by completing a Foreign Currency Request Form and a Spend Authorization in Workday, and the steps to follow after use of the funds.

The recommended browser for accessing Workday is Google Chrome. Mozilla Firefox and Apple Safari may also be used.

For assistance or training using these procedures, contact FHSU Student Fiscal Services, Picken Hall 317, at 785-628-5251 or visit www.fhsu.edu/sfs/.

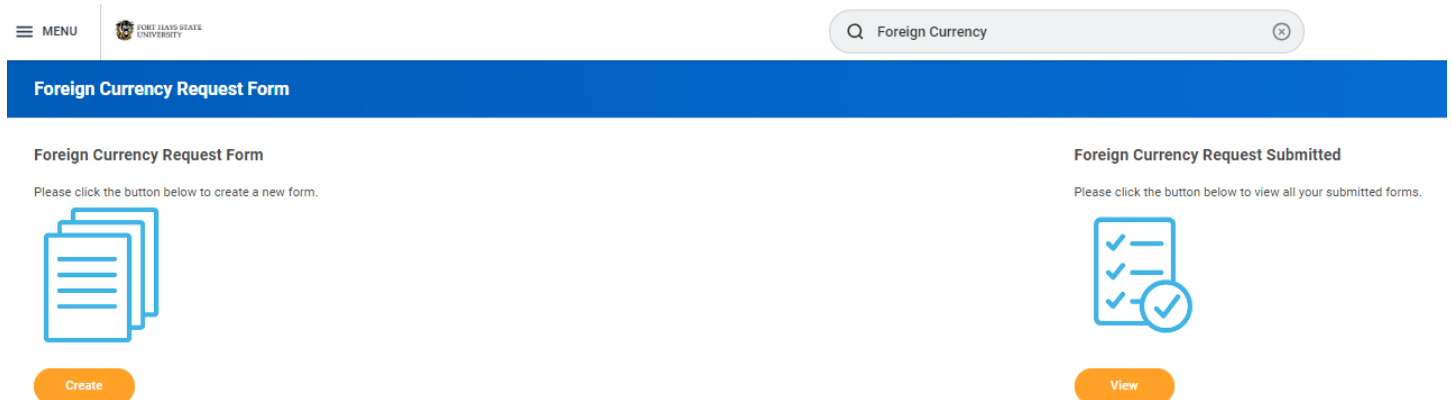
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Submit a Foreign Currency Request Form:

1. The traveler must submit in Workday a **Foreign Currency Request Form** to request the foreign currency cash advance **at least one week in advance of the trip**.



- a. Search “Foreign Currency Request” in the Workday search bar. Then click on Create.
- b. **Complete all fields on the form:**
 - i. **Travelers Name**
 - ii. **Fiscal Year**
 - iii. **Type of Currency Requested:** Select from dropdown box.
 - Be aware that some types of foreign currency may not be obtainable through the bank.
 - iv. **Amount of Currency Requested in USD**

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- v. **Date of Pickup:** Date funds are needed by.
 - Allow adequate time to obtain funds.
- vi. **Date to Return Remaining Funds:** First business day after trip, if excess funds remain.
- vii. **Person Authorized to pick up Funds:**
 - Must be an individual listed in the FHSU directory.
 - Does not have to be the traveler.
- viii. **Person Authorized Email Address:**
 - Can select the *Update Email and Phone from person authorized to pickup funds* button to autofill in their contact info from the FHSU directory.
- ix. **Person Authorized Phone Number:**
 - Can select the *Update Email and Phone from person authorized to pickup funds* button to autofill in their contact info from the FHSU directory.
- x. **Comments:** (optional)
 - To input more details, if necessary.

Foreign Currency Request

Submitted by : Submission Date
Jennifer H McClure 03/11/2024

Traveler's Name *

Fiscal Year

Type of Currency Requested *

Amount of Currency Requested in USD *

Date of pickup:(when funds are needed by)

Date to return remaining funds:(if excess funds remain)

Person authorized to pickup funds *

Person authorized email address
cdelsen@fhsu.edu

Person authorized phone number
+1 (785) 628-4252

Comments by Submitter

Submit

Cancel

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- xi. **Approver 1 (Manager)**
 - xii. **Approver 2 (Dean/VP)**
 - xiii. **Approver 3 (Imprest Cost Center Manager)**
 - xiv. **Approver 4 (Cash Initiator)**
- c. When you click **Submit**, the form will be sent to the first approver, then to the other identified approvers.
- You can click **Cancel** and the form will be deleted.
2. Student Fiscal Services (SFS), as the final approver, will email the exact amount (in USD) for the cash advance and tell the submitter to proceed with the cash advance.
- a. SFS will also email a copy of the bank receipt to the traveler (to be provided to the Business Office with all other travel documentation after the trip).
 - b. **Save a copy of the form to your computer**, as you will need this in a future step.
 - On the form, click **Print Preview** and choose the option to **Save as PDF**. (No need to physically print the form.)


Submit Spend Authorization in Workday

NOTE: The Spend Authorization must be submitted **by the employee who will be traveling**.

1. Go to <https://www.myworkday.com/fhsu> and **sign in** to Workday using your TigerNetID username and password.
2. There are two ways to create access the *Create Spend Authorization* task in Workday:

- a. Type **Create Spend Authorization** in the *Search* bar and select the task (*Figure 1*).

OR

- b. From the Workday home page, click the **Menu icon**  or **View All Apps**, and then click the **Expenses Hub** app (*Figure 2*). Click on **Spend Authorizations** in the menu, and then click **Create Spend Authorization** (*Figure 3*).

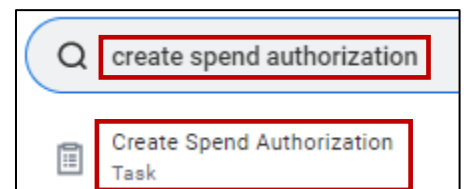


Figure 1

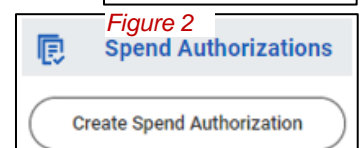



Figure 3

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NOTE: If this app is not already displayed in your Workday Apps, you can add it (see the *Add Workday Apps HOW-TO GUIDE* for instructions).

3. On the *Create Spend Authorization* page, **enter the following information** in the header, using the options prompts  where available (*Figure 4*):
 - a. **Company** = FH Fort Hays State University
 - b. **Start Date** = Date business begins
 - c. **End Date** = Date business ends
 - d. **Description** = Business Destination (ex. Beijing, China)
 - e. **Business Purpose** = Select the business purpose that identifies the purpose of your travel.
 - f. **Reimbursement Payment Type** = Foreign Currency.
 - g. **Justification** = Include the details regarding the travel and any other information that needs to be communicated.

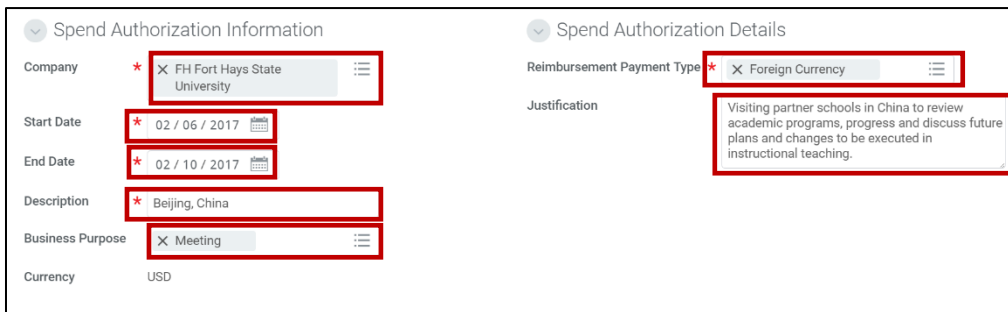


Figure 2

4. Under the *Spend Authorization Lines* tab, click the **Add icon**  to add a line to the spend authorization (*Figure 5*).

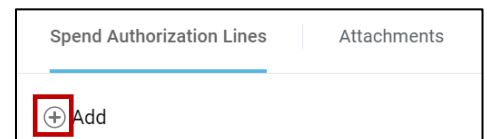


Figure 3

5. Complete the following fields at the line level of the spend authorization (*Figures 6 & 7*):
 - a. **Expense Item:** Using the options prompt  next to *Expense Item*, select **Expense Item By Group > Spend Authorization > Foreign Cash Advance**.

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- b. **Total Amount** = This must equal the total amount in USD of the foreign cash advance that was provided by SFS on the *Foreign Currency Request Form*.
- c. **Memo** = List expenses that will be paid with cash advance funds.
- d. **Check the box** next to *Cash Advance Requested*.
- e. **Cost Center** = 10780 Imprest
 - i. **Fund** = 0301 - **EXCEPT** if trip approval expense item is also being submitted on the spend authorization, in which case the fund on the foreign cash advance line must match the fund on the trip approval line.
 - ii. **Program** = OT

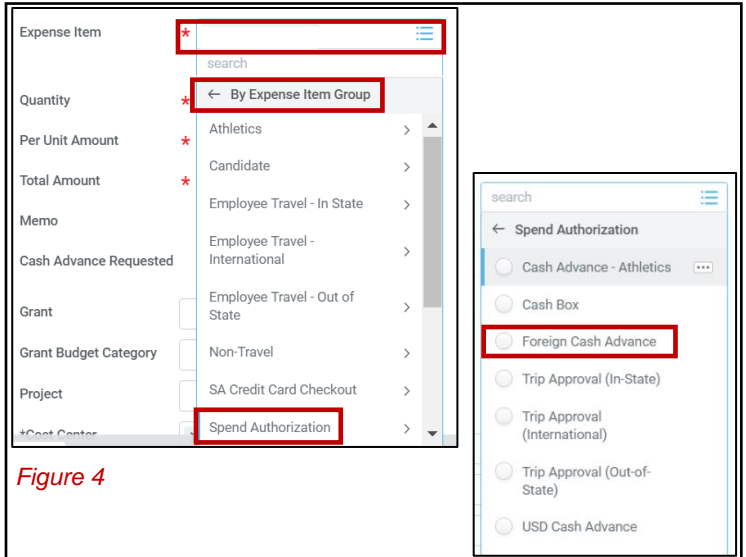


Figure 4

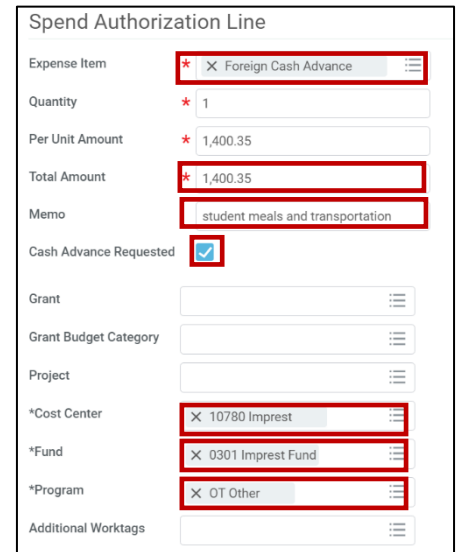



Figure 5

- 6. If the traveler will be **requesting reimbursement for travel expenses paid personally**, an additional expense item for trip approval must be added. Click the **Add icon**  to add another line to the spend authorization (Figure 8).

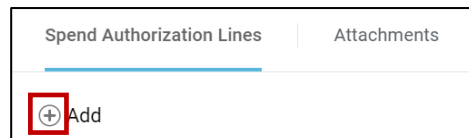



Figure 6

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7. Complete the following fields at the line level:

- a. **Expense Item:** Using the options prompt  next to *Expense Item*, select **Expense Item By Group > Spend Authorization > Trip Approval (International)** (*Figure 9*).
- b. **Total Amount** = Estimated amount of expenses that will be paid personally and reimbursed after the trip.
- c. **Memo** = List expenses that will be paid personally (ex: meals, taxi).
- d. **Cost Center** = Leave the default *Cost Center, Fund, and Program*.
 - **NOTE:** The fund on this expense item must be the fund used on the Foreign Cash Advance expense item.

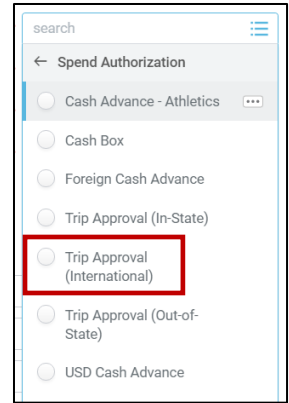


Figure 7

8. Click the **Attachments** tab to attach the form you saved in [Step 2](#) of the *Submit Foreign Currency Request Form* instructions in this document. You can either drag and drop the file(s) or click on **Select Files** and choose the file(s) from your computer (*Figure 10*).

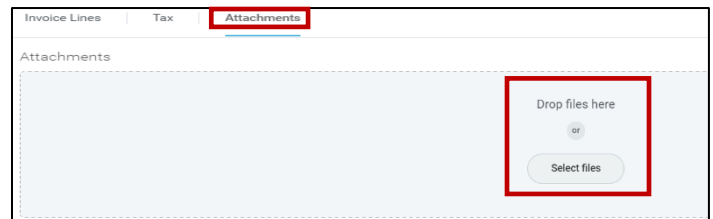



Figure 8

9. Click **Submit** . The Spend Authorization will be approved by:

- a. Employee's Manager
- b. Dean/VP of employee's department

10. The employee will receive a notification when the Spend Authorization is approved.

- a. **NOTE:** A trip id number (TAXxxxxxxx) will be assigned. This number will be used in all other transactions related to the trip.
- b. SFS will contact the authorized person to pick up funds.
 - Person must present photo ID when picking up funds in SFS office.
 - Funds cannot be checked out prior to Spend Authorization being fully approved in Workday.

11. After the trip is complete, the following steps must be completed (if no funds remain, skip to Step 12):

- a. The traveler will return any remaining funds to SFS the first business day after the trip.
- b. SFS will notify the traveler of exact USD amount deposited via email.
 - Bank receipt will also be emailed to the traveler (to be provided to the Business Office with all other travel documentation after the trip).

12. Create an Expense Report (see *Create Expense Report* procedures).

13. Create a Supplier Invoice (see *Create Supplier Invoice* procedures).