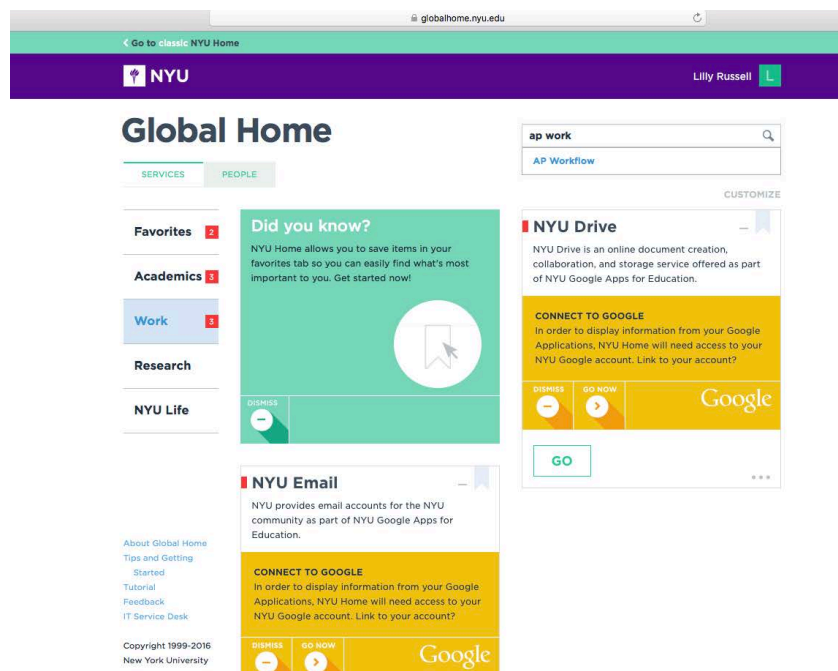


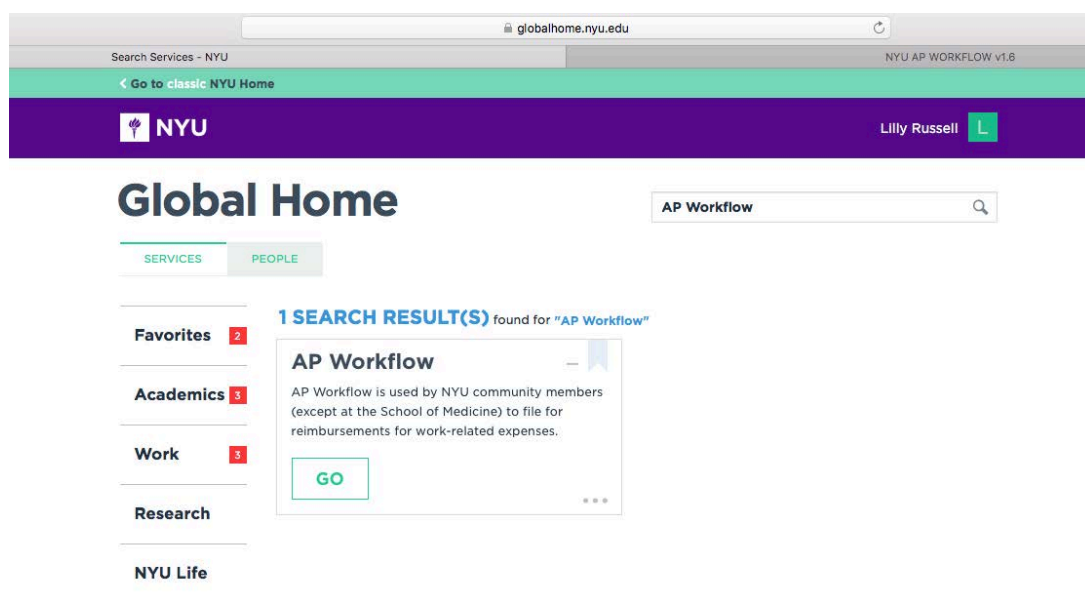
Guide to Requesting Advances

Step 1: Using your NetID, log onto <https://globalhome.nyu.edu/>

- Click on the “Work” tab located on the left-hand side of the screen.
- Use the search bar to find the program titled “AP Workflow” and then proceed to click on the option given.



- Click “GO” to launch AP Workflow.



Step 2: AP Workflow will open in a separate tab. Once it has opened, click on the “ADVANCE” option on the left-hand side (under “EMPLOYEE”). This is the page that will appear:

Step 3: The first section is titled “Request Information.”

- Firstly, select your approval path under the drop box given—there should only be one option
- Then, under “Payee,” select your name if you are requesting an advance for yourself.
- For “Contact Name,” type in your first and last name. Input your phone number as well.

REQUEST INFORMATION

Approval Path **ISAW SENIOR ADMINS** Request # **NEXT**

Payee **Tiffany Wall** Prepared By **Lilly Russell**

Contact Name **Lilly Russell** Phone **2129927800**

Step 4: “Payee Information”

- Under “Remit to,” first-time users should use the “Enter New Address” option to enter the address where you would like your check to be mailed.
- Returning users will select a previously entered address or a previously set-up ACH deposit option. If you would like to set-up direct deposit for AP Workflow, [click here](#).

Step 5: "Invoice Information"

- Firstly, input the travel dates for the trip that you are requesting an advance for.
- In the "Detailed Description" field, enter the business purpose for your trip (ex. "Travel to Shanghai to present at conference").

Step 6: "Expense / Account Detail Information"

- The account code for advances (12660) is automatically set.
- For "Fund-Dept ID-Program-Project," enter the chart-field that you received in your FY_ Welcome or Welcome Back to ISAW email.
- Enter the total dollar amount that you would like advanced to you.

EXPENSE / ACCOUNT DETAIL INFORMATION						
ACCOUNT	FUND	DEPT ID	PROGRAM	PROJECT	AMOUNT	
12660	12	34567	89101	11213	1,215.00	

Step 7: "Distribution Information"

- Enter the "Grand Total" of your advance into the "Remit to Employee" field if the full amount of your advance should be given to you as a check.
- If you would like the advance attributed to your company AMEX, you may split the grand total to be remitted between both your research account and your corporate card in this section.
- *Note that the amount in the previous section must always match the "Distribution Total" here.*

DISTRIBUTION INFORMATION	
Remit to Employee	100.00
Remit to Corporate Card	0.00
DISTRIBUTION TOTAL	100.00

DISTRIBUTION INFORMATION	
Remit to Employee	55.00
Remit to Corporate Card	45.00
DISTRIBUTION TOTAL	100.00

Step 8: Click Save

- Make sure to hit “Save” after reviewing that your totals match.
- Take note of the 6-digit request number given so that you can easily search for this request later.
- Go to Preview to finish the request.

Step 9: PREVIEW – Uploading Your Supporting Documentation

- Scroll down to the bottom of the page and upload all supporting documents (such as receipts, invitation to conference, etc.) as one file. When you upload this file, be sure to title the file in the description field provided.
- For more information on how your supporting documentation should be organized, please review [Preparing Documentation for an Advance](#) . If you are missing any required documentation or your documentation is unclear, your request will be rejected and you will have to resubmit.
- If you later incur any expenses during your trip that you would like reimbursed and you did not include these expenses in your advance, you must include your advance (if it is approved) as part of the supporting documentation for your travel reimbursement. See [Preparing Documentation for a Travel Reimbursement with an Advance](#) for more details.
- You may use the [Supporting Documentation Checklist](#) to confirm that your request is not missing any of the required documentation.

New York University reimburses employees for necessary and reasonable expenses they incur in the conduct of University business."

New York University employees incur various types of expenses as they perform tasks and duties that support the operations of the institution and further its missions. This policy is to ensure that employees who incur valid business expenses are reimbursed in a fair and equitable manner; that business expenses are reported, recorded, and reimbursed in a consistent manner throughout the University; and that the University complies with all applicable federal, state, and local rules and regulations.

[Click here](#) for the entire policy.