## **Requesting a Cash Advance**

Cash advances are requested and managed in Concur. A cash advance is requested if you need cash in hand upfront for an event, travel, etc.

Within Concur, click on Expense, then Cash Advances. Then, click on the orange Request Cash Advance button.

	Administration ▼   Help ▼
SAP Concur C Travel Expanse Approvals Reporting* App Canter	Profile 🔻 💄
Manage Expenses View Transactions Cash Advances Process Reports	
Cash Advances	
View: Active Cash Advances 🗸	Request Cash Advance

Give your advance a name, amount, and purpose. If you are requesting an advance for a student, please put their ID number in the Name field.

Manage Expenses View Transactions Cash Advances Process Reports		
New Cash Advance		Cancel Save Submit
Cash Advance Timeline Manage Attachments		
Details Expenses		
		* Required fiel
Name *	Cash Advance Amount *	Currency *
		US, Dollar 🗸
Purpose		
Cash Advance Comment		

Then, submit your request. It will go to your default supervisor to approve the advance regardless of which account number the transactions will be posted against. Advances are issued on Tuesdays in advance of the Thursday check run. After an advance is issued, it will be deposited into whatever account you have set up for payroll.

## Adding a Cash Advance to an Expense Report

Within your expense report, click on Report Details, then Manage Cash Advances.

	Report Details 🗸 Print	t/Share 🗸	<ul> <li>Manage</li> </ul>	Rece	ipts 🗸	
	Report	<b>F</b> 454	Delete			
	Report Header		Delete		Сору	Allocate
	Report Totals			_		
	Report Timeline	nent î↓	Receipt↑↓	Pay	ment Type î↓	
	Audit Trail					
	Allocation Summary			CH	ASE - CBCP	
-	Linked Add-ons					
	Manage Cash Advances		T	CH/	ASE - CBCP	

Click on the blue Add button, then check the boxes next to the advances you would like to add to your report.

Ava	ilable Cash Advances					×
	Cash Advance Name 🚊	Date Issued ↑J	Foreign Amount ↑J	Exchange Rate ↑↓	Amount↑↓	Balance ↑↓

Once the advance is added to the report, you will see a box with the original requested amount. As you add out of pocket transactions to the report, you will see that remaining balance decrease.

CASH ADVANCE: 1		
Amount \$750.00	Remaining \$239.95	

If you had any extra funds left over from the advance, bring those in U.S. dollars to the Accounting Department located in University Hall Room 018. They will mark the remainder returned in Concur.