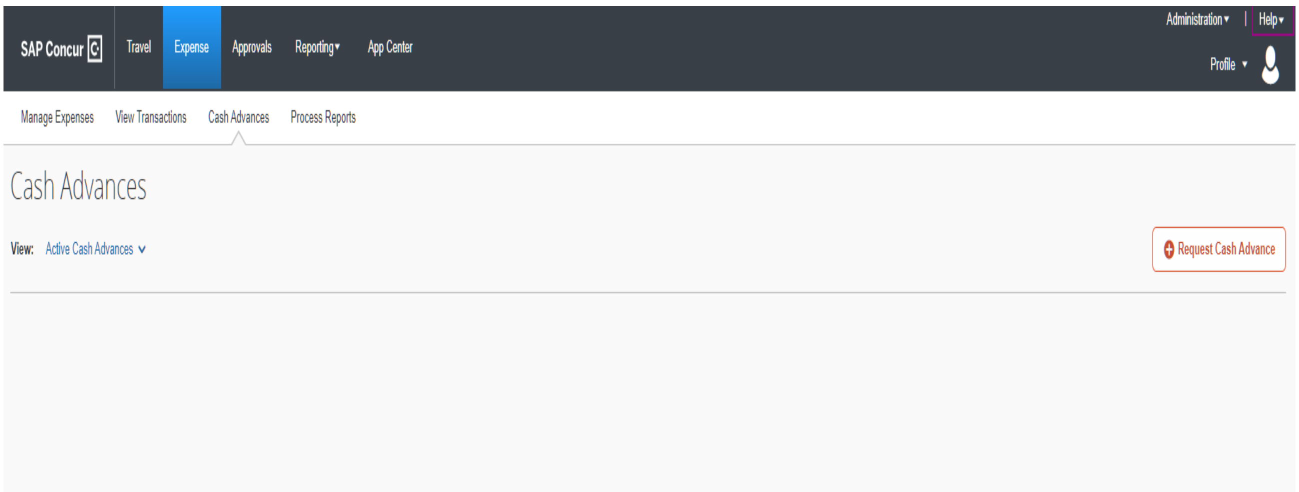
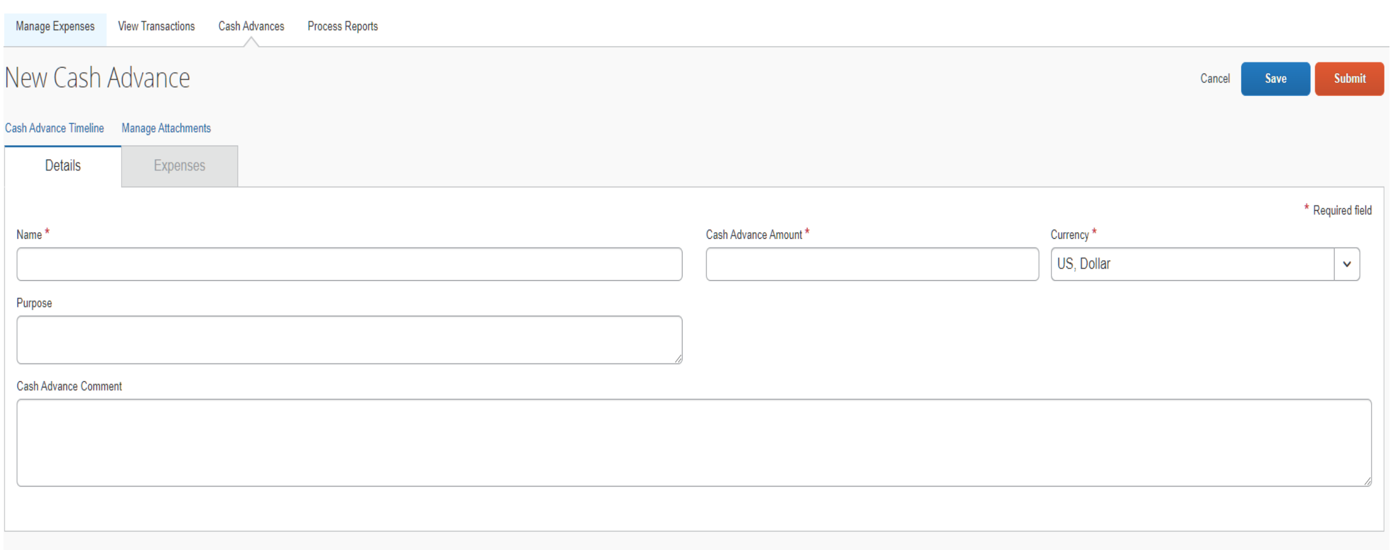
Requesting a Cash Advance

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.



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.

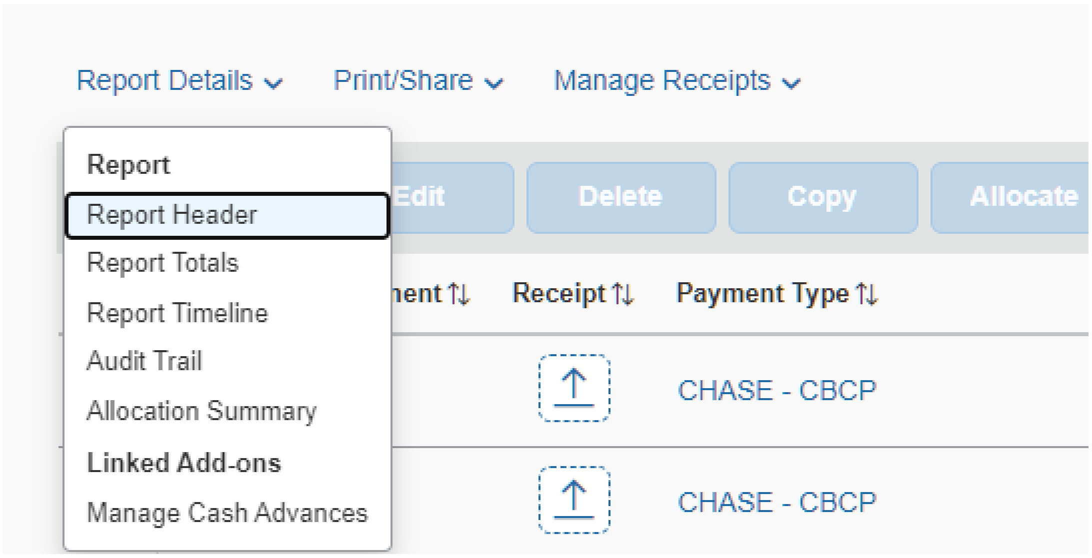


Then, submit your request. It will go to your default supervisor to approve the advance regardless of which account number the transactions will be posted against. Advances are issued on Tuesdays in advance of the Thursday check run. After an advance is issued, it will be deposited into whatever account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

Updated 7/5/2023

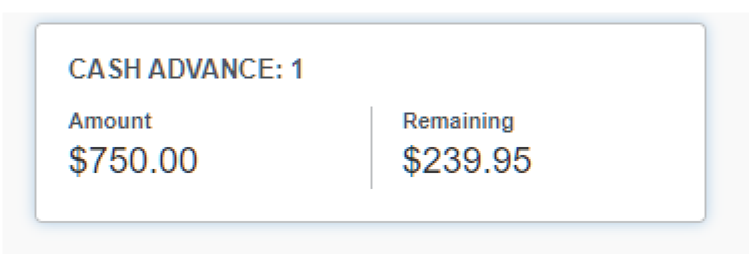
Adding a Cash Advance to an Expense Report

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



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

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.



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.