

## ***Cash Advance***

The purpose of travel advances is to minimize the financial burden on employees while traveling for the University. Travel advances are limited and available only to an employee whose current annual salary is \$50,000.00 or less when traveling within the United States. Travel advances are available to an employee, regardless of salary level, for international travel.

### ***Cash Advance Request***

- » Login to [Concur Solutions](#).
- » At the top of the Concur page, click on the Expense tab.
- » Click on Cash Advances and then Request Cash Advance
- » Enter a name for the cash advance in the name field. The name should be formatted as destination city, state and travel dates.
- » In the cash advance amount field enter the amount you are requesting.
- » Enter the travel start date and the travel end date.
- » Enter the conference name or event in the purpose field.
- » Enter the date the funds are needed in the request disbursement date field.
- » Use the cash advance comment field to provide any additional information necessary, as well as breakdown of what expenses the cash advance will cover.
- » Enter the destination city in the city field.
- » Click submit at the top right of the screen.

### ***Attaching a Cash Advance to the Expense Report***

- » On the expense report page, click on Report Details then, select Manage Cash Advances.
- » Click the blue Add button.
- » Select the appropriate cash advance and click the Add To Report button.
- » Click Close to exit the pop up. Proceed with completing all expenses related to the expense report.

### ***Returning an Unused Portion of a Cash Advance***

- » Once all the expenses related to this travel have been entered, click Report Details, then Report Totals. This screen will show if funds are due back to the University.
- » Return the amount specified to the Bursar's office. Be sure to keep the receipt.
- » On the expense report page, click on Add Expense. Select cash advance return from the expense list.
- » Enter the transaction date and the amount of the cash advance that was not used.
- » Click Upload Receipt Image on the right side of the screen.
- » Follow the prompts to attach the receipt received from the Bursar's office.
- » Click Save Expense.