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 New 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 bottom right of the window.

Attaching a Cash Advance to the Expense Report

» On the expense report page, click on the details tab and under the cash advances heading on the menu, select unassigned.
» Click on the box next to the cash advance related to the expense report.
» Click assign cash advance to report.
» 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, the totals at the bottom of the screen will show whether you need to return funds 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 new 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 Attach Receipt at the bottom of the screen.
» Follow the prompts to attach the receipt received from the Bursar’s office.
» Click Save.

Contact the Travel Hotline at (470)578-4394 or email travel@kennesaw.edu with any questions.