

Travel Expense Reports: **Expensing Cash Advances**

Welcome to our training on expensing cash advances in Concur.

Manage Expenses

Report Library

[Create New Report](#)

View: Active Reports ▾

Workshop in Emporia 10/23/2023 \$250.00 Not Submitted	Online Seminar 10/15/2023 \$435.00 Not Submitted	Online Seminar 10/15/2023 \$0.00 Not Submitted	Flying, Driving, Staying 10/12/2023 \$2,050.00 Not Submitted
Funding Test 10/23/2023 \$361.00 Due Employee: \$361.00 Submitted Pending User Added Approval AES Approver (Tyler Clary) Test			

In the travel expense report, the traveler can provide all the details associated with the cash advance expenses.

Manage Expenses

Report Library

[Create New Report](#)

View: Active Reports ▾

Workshop in Emporia 10/23/2023 \$250.00 Not Submitted	Online Seminar 10/23/2023 \$438.00 Not Submitted	Online Seminar 10/15/2023 \$0.00 Not Submitted	Flying, Driving, Staying 10/12/2023 \$2,050.00 Not Submitted
Funding Test 10/23/2023 \$361.00 Due Employee: \$361.00 Submitted Pending User Added Approval AES Approver (Tyler Clary) Test			

Click into the report that was generated from the travel request including the cash advance.

SAP Concur Expense

Manage Expenses | Card Transactions | Cash Advances

Home / Expense / Manage Expenses / Cash Adv 02052024

Alerts: 2

There are cash advances available to add to this report. [View](#)

Cash Adv 02052024 \$150.00

Not Submitted | Report Number: 327230

REQUEST
Approved
\$150.00

Report Details | Print/Share | Manage Receipts | Travel Allowance | [View Available Receipts](#)

Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to

View: Standard

Alerts | Receipts | Payment Type | Expense Type | Vendor Details | Date | Requested

You should see an alert that there are cash advances available to add to this report.

Alerts: 4

Workshop in Emporia \$250.00



Delete Report Copy Report Submit Report

Not Submitted | Report Number: EY43EG

REQUEST
Approved
\$250.00

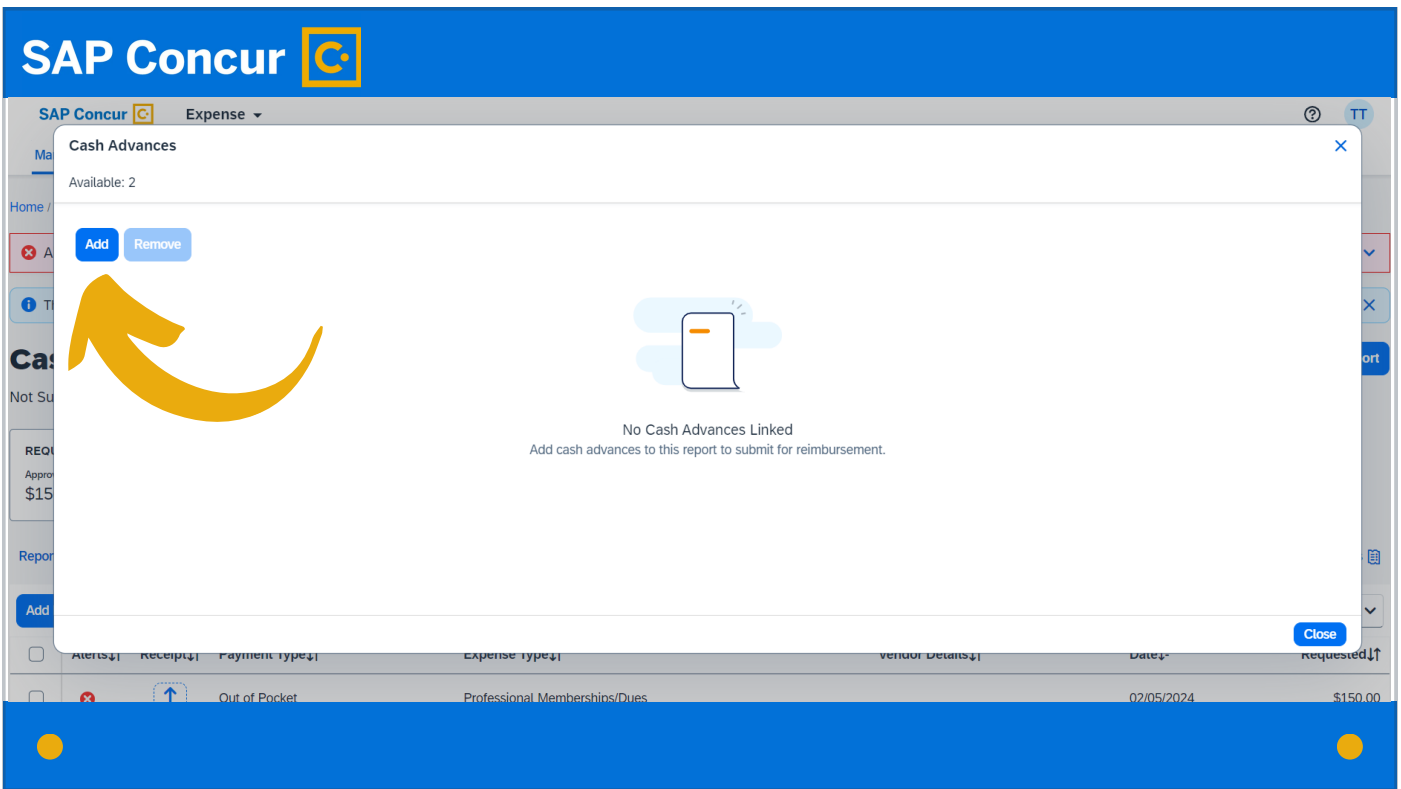
Report Details Print/Share Manage Receipts Travel Allowance View Available Receipts

Report
Report Header Delete Copy Allocate Combine Expenses Move to View: Standard

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
	Out of Pocket	Professional Memberships/Dues		10/23/2023	\$100.00 Allocated
	Out of Pocket	Travel-Related Training & Conference Registration		10/23/2023	\$150.00 Allocated
					\$250.00

Manage Requests
Manage Cash Advances

Under the Report Details dropdown menu, select Manage Cash Advances.




The Cash Advances window will open. Click on the Add button in the top left corner.

Cash Advances
Available: 2

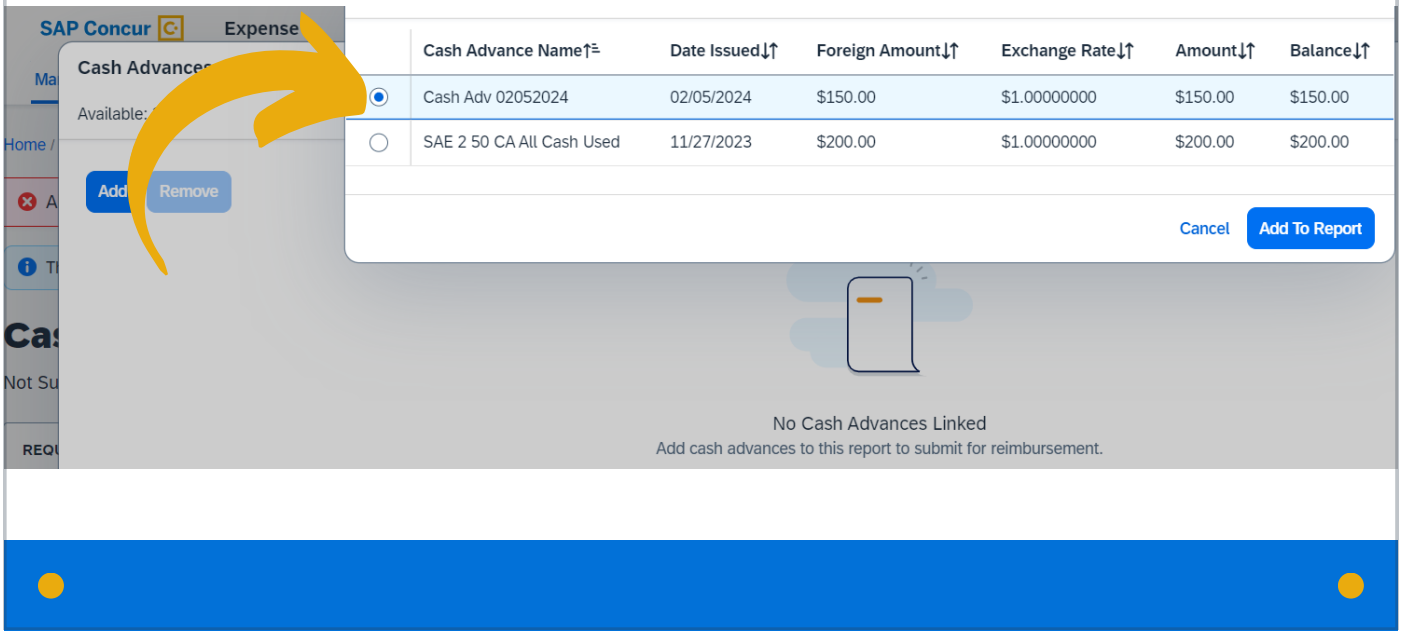
[Add](#) [Remove](#)

	Cash Advance Name↑≡	Date Issued↓↑	Foreign Amount↓↑	Exchange Rate↓↑	Amount↓↑	Balance↓↑
<input type="radio"/>	Cash Adv 02052024	02/05/2024	\$150.00	\$1.00000000	\$150.00	\$150.00
<input type="radio"/>	SAE 2 50 CA All Cash Used	11/27/2023	\$200.00	\$1.00000000	\$200.00	\$200.00

[Cancel](#) [Add To Report](#)


No Cash Advances Linked
Add cash advances to this report to submit for reimbursement.

You will see a screen that shows a list of all unused cash advances you have available.




Cash Advances

Available:

Cash Adv 02052024 02/05/2024 \$150.00 \$1.00000000 \$150.00 \$150.00

SAE 2 50 CA All Cash Used 11/27/2023 \$200.00 \$1.00000000 \$200.00 \$200.00



No Cash Advances Linked
Add cash advances to this report to submit for reimbursement.

Select the one that pertains to this travel expense report.

SAP Concur Expense

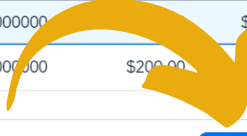
Cash Advances
Available: 2

Add **Remove**

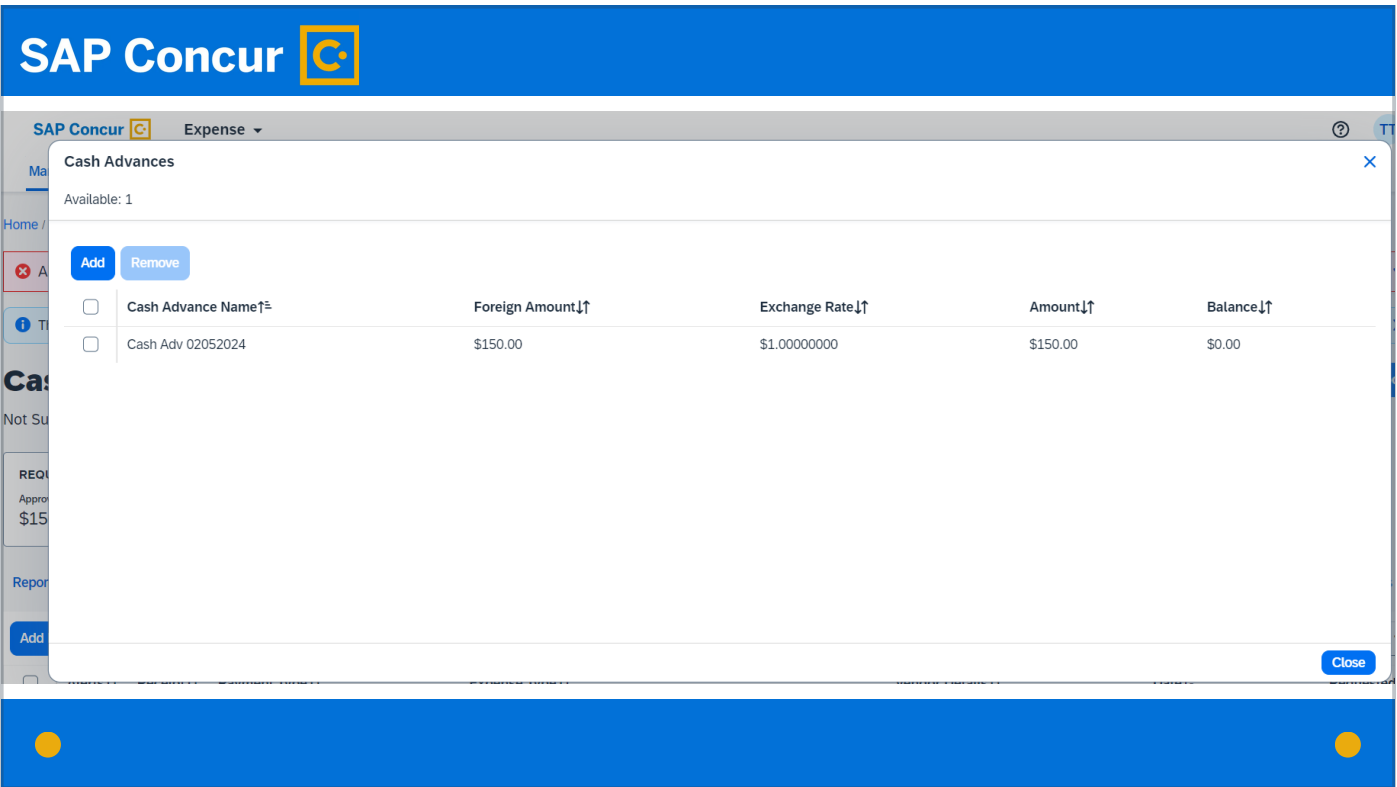
	Cash Advance Name↑↕	Date Issued↓↑	Foreign Amount↓↑	Exchange Rate↓↑	Amount↓↑	Balance↓↑
<input checked="" type="radio"/>	Cash Adv 02052024	02/05/2024	\$150.00	\$1.00000000		\$150.00
<input type="radio"/>	SAE 2 50 CA All Cash Used	11/27/2023	\$200.00	\$1.00000000	\$200.00	200.00

Cancel **Add To Report**

No Cash Advances Linked
Add cash advances to this report to submit for reimbursement.



Then click Add to Report in the bottom right corner of the window.



The Cash Advances window will now show the cash advance you selected.

SAP Concur Expense


Cash Advances

Available: 1

[Add](#) [Remove](#)

<input type="checkbox"/>	Cash Advance Name†	Foreign Amount↓↑	Exchange Rate↓↑	Amount↓↑	Balance↓↑
<input type="checkbox"/>	Cash Adv 02052024	\$150.00	\$1.00000000	\$150.00	\$0.00

[Close](#)



Click Close.

SAP Concur Expense

Manage Expenses | Card Transactions | Cash Advances

Home / Expense / Manage Expenses / Cash Adv 02052024

Alerts: 2

Cash Adv 02052024 \$150.00

Not Submitted | Report Number: 327230

REQUEST

Approved
\$150.00

CASH ADVANCE: 1

Amount	Remaining
\$150.00	\$0.00

Report Details | Print/Share | Manage Receipts | Travel Allowance | View Available Receipts

View: Standard

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	✖	↑	Out of Pocket	Professional Memberships/Dues		02/05/2024	\$150.00

On your report screen, you will now see a Cash Advance box.

The screenshot shows the SAP Concur Expense interface for a Cash Advance report. The main header displays 'SAP Concur Expense' and the report title 'Cash Adv 02052024 \$150.00'. A callout box highlights the 'CASH ADVANCE: 1' entry in the table, showing its 'Amount' as \$150.00 and 'Remaining' as \$0.00.

REQUEST	CASH ADVANCE: 1
Approved \$150.00	Amount \$150.00
	Remaining \$0.00

This box will show you the amount of the cash advance available on the left

SAP Concur Expense

Manage Expenses | Card Transactions | Cash Advances

Home / Expense / Manage Expenses / Cash Adv 02052024

Alerts: 2

Cash Adv 02052024 \$150.00

Not Submitted | Report Number: 327230

Request: Approved \$150.00

CASH ADVANCE: 1
Amount \$150.00

CASH ADVANCE: 1	
Amount	Remaining
\$150.00	\$0.00

Buttons: Add Expense, Edit, Delete, Copy, Allocate, Combine Expenses, Move

Table Headers: Alerts, Receipt, Payment Type, Expense Type, Requested

Alerts	Receipt	Payment Type	Expense Type	Requested
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Out of Pocket	Professional Memberships/Dues	02/05/2024 \$150.00

And the amount remaining to be expensed on the right.

Not Submitted | Report Number: GTSILH

REQUEST
Approved
\$254.43

CASH ADVANCE: 1
Amount: \$100.00
Remaining: \$95.57

Report Details | Print/Share | Manage Receipts | Travel Allowance

Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to

View: Standard

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Out of Pocket	Incidentals Per Diem	Beatrice, Nebraska	02/07/2024	\$0.38
<input type="checkbox"/>		Out of Pocket	Meal Per Diem	Beatrice, Nebraska	02/07/2024	\$4.05
						\$4.43

The cash advance is expensed based on the expenses in the expense list.



There are two important points to understand about this:



First,

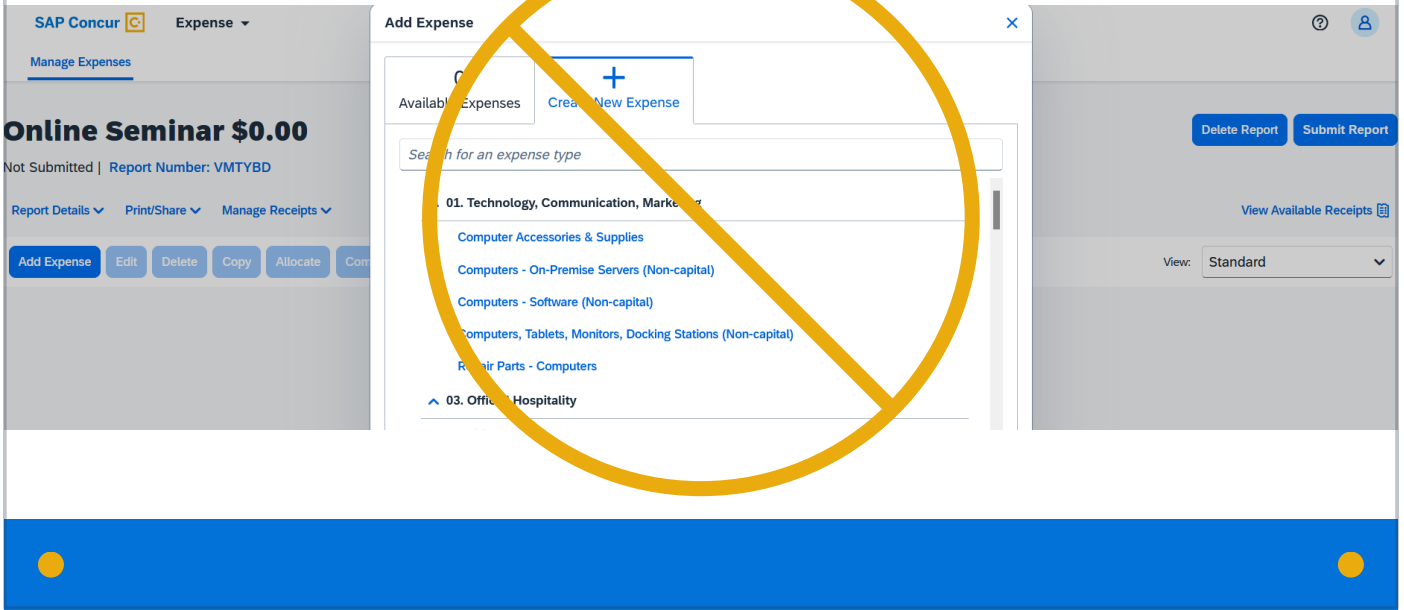


remember the cash advance is restricted to expenses that cannot be paid by university credit card.




M&IE

An example of this type of expense is meals and incidental expenses (or M&IE)



The screenshot shows the SAP Concur 'Add Expense' interface. On the left, a sidebar displays 'Online Seminar \$0.00' and 'Report Number: VMTYBD'. The main area is titled 'Add Expense' and features a search bar for expense types. A large yellow circle with a diagonal line through it is drawn over the 'Available Expenses' list, which includes categories like '01. Technology, Communication, Marketing' and '03. Office Hospitality'. The absence of an 'M&IE' category is the focus of the image.

There is not an expense in the menu of expenses for M&IE.

SAP Concur  Requests

Ma **Travel Allowance** ✕

Adjustments

Here you can declare any free meals received to reduce your daily allowance. You can also claim additional allowances, for example if you stayed overnight with friends or family. Days can be excluded from your trip, for example if you are on personal leave. Always refer to your company policy guidelines.

View: [Adjustments](#) [Show Filters](#)

Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Allowance Limit	Reimbursement Amount
All Days Dates: 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sun, 10/22/2023 Multiple Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$391.50	\$91.50
Mon, 10/23/2023 Multiple Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$123.00
Tue, 10/24/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$123.00
Wed, 10/25/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$123.00
Thu, 10/26/2023 Londonderry, UNITED KINGDOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$310.50	\$123.00
						Total: \$1,944.00	Total: \$829.50

M&IE expenses are generated through Concur’s Travel Allowance calculator,

Cash Adv Trav Allowance 02062024 \$4.43

Not Submitted | Report Number: GTSILH

REQUEST Approved \$254.43	CASH ADVANCE: 1 Amount \$100.00
--	--

Report Details Print/Share Manage Receipts **Travel Allowance**

Add Expense Edit Delete Copy Allocate

- Add Travel Allowance
- Edit Travel Allowance
- Edit Adjustments
- Delete Travel Allowance
- Reimbursable Allowances Summary

Receipt↑ Payment Type↓

Out of Pocket

which you can get to by clicking on the Travel Allowance dropdown menu. For details on working with Travel Allowances, please refer to our Adding Travel Allowances training video.

Not Submitted | Report Number: GTSILH

REQUEST
Approved
\$254.43

CASH ADVANCE: 1
Amount: \$100.00 | Remaining: \$95.57

[Report Details](#) | [Print/Share](#) | [Manage Receipts](#) | [Travel Allowance](#)

[View Available Receipts](#)

[Add Expense](#) | [Edit](#) | [Delete](#) | [Copy](#) | [Allocate](#) | [Combine Expenses](#) | [Move to](#)

View: [Standard](#)

<input type="checkbox"/>	Receipt↑	Payment Type↓	Expense Type↓	Vendor Details↓	Date↓	Requested↓
<input type="checkbox"/>		Out of Pocket	Incidentals Per Diem	Beatrice, Nebraska	02/07/2024	\$0.38
<input type="checkbox"/>		Out of Pocket	Meal Per Diem	Nebraska	02/07/2024	\$4.05
						\$4.43

Once the Travel Allowance details are complete, the expense amounts it calculates will automatically be added to the expense list.



The second important thing to remember about cash advances being expensed in the expense list

The screenshot displays the SAP Concur Expense report interface. At the top, the SAP Concur logo is visible. The main header shows 'Expense' and 'Cash Adv 02052024 \$150.00'. Below this, there are buttons for 'Delete Report', 'Copy Report', and 'Submit Report'. A yellow arrow points from the 'Submit Report' button area towards a callout box. The callout box contains the following information:

CASH ADVANCE: 1	
Amount	Remaining
\$150.00	\$0.00

The interface also shows a 'REQUEST' section with 'Approved \$150.00' and a 'CASH ADVANCE: 1' section with 'Amount \$150.00'. Below these are various action buttons like 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move'. At the bottom, there is a table with columns for 'Alerts', 'Receipt', 'Payment Type', 'Expense Type', 'Date', and 'Amount'. The first row shows 'Out of Pocket' for 'Professional Memberships/Dues' on '02/05/2024' for an amount of '\$150.00'.

is that the cash advance remaining amount must equal \$0 before the expense report can be submitted.

SAP Concur Expense

Manage Expenses | Card Transactions | Cash Advances

Home / Expense / Manage Expenses / Cash Adv Trav Allowance 02062024

Cash Adv Trav Allowance 02062024 \$4.43

Not Submitted | Report Number: GTSILH

REQUEST Approved \$254.43

CASH ADVANCE: 1
Amount \$100.00 | Remaining \$95.57

Report Details | Print/Share | Manage Receipts | Travel Allowance | View Available Receipts

Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to | View: Standard

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Out of Pocket	Incidentals Per Diem	Beatrice, Nebraska	02/07/2024	\$0.38
<input type="checkbox"/>		Out of Pocket	Meal Per Diem	Beatrice, Nebraska	02/07/2024	\$4.05
						\$4.43

Warning: Cash Advances must be entirely utilized or returned. Please add a Cash Advance Return on this report to return the remaining balance.

If you attempt to submit the report with a cash advance remaining amount that is greater than \$0, a warning will generate that the remaining cash advance balance must be returned.



Kansas State University Cashiers Office

[Website](#)

[Directions](#)

[Save](#)

[Call](#)

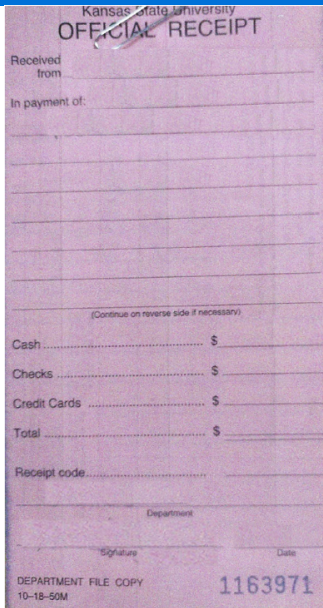
University in Manhattan, Kansas

Address: 211, Anderson Hall, 919 Mid Campus Dr N,
Manhattan, KS 66506

Phone: (785) 532-6317

Hours: [Open](#) · Closes 4:30 PM ▾

To return it, the first step is to physically return the cash to the KSU Cashiers Office



Kansas State University Cashiers Office

- [Website](#)
- [Directions](#)
- [Save](#)
- [Call](#)

University in Manhattan, Kansas

Address: 211, Anderson Hall, 919 Mid Campus Dr N,
Manhattan, KS 66506

Phone: (785) 532-6317

Hours: Open · Closes 4:30 PM ▾

and obtain the official receipt for the returned funds.

SAP Concur Expense

Manage Expenses Card Transactions Cash Advances

Home / Expense / Manage Expenses / Cash Adv 02052024

Alerts: 2

Cash Adv 02052024 \$150.00

Not Submitted | Report Number

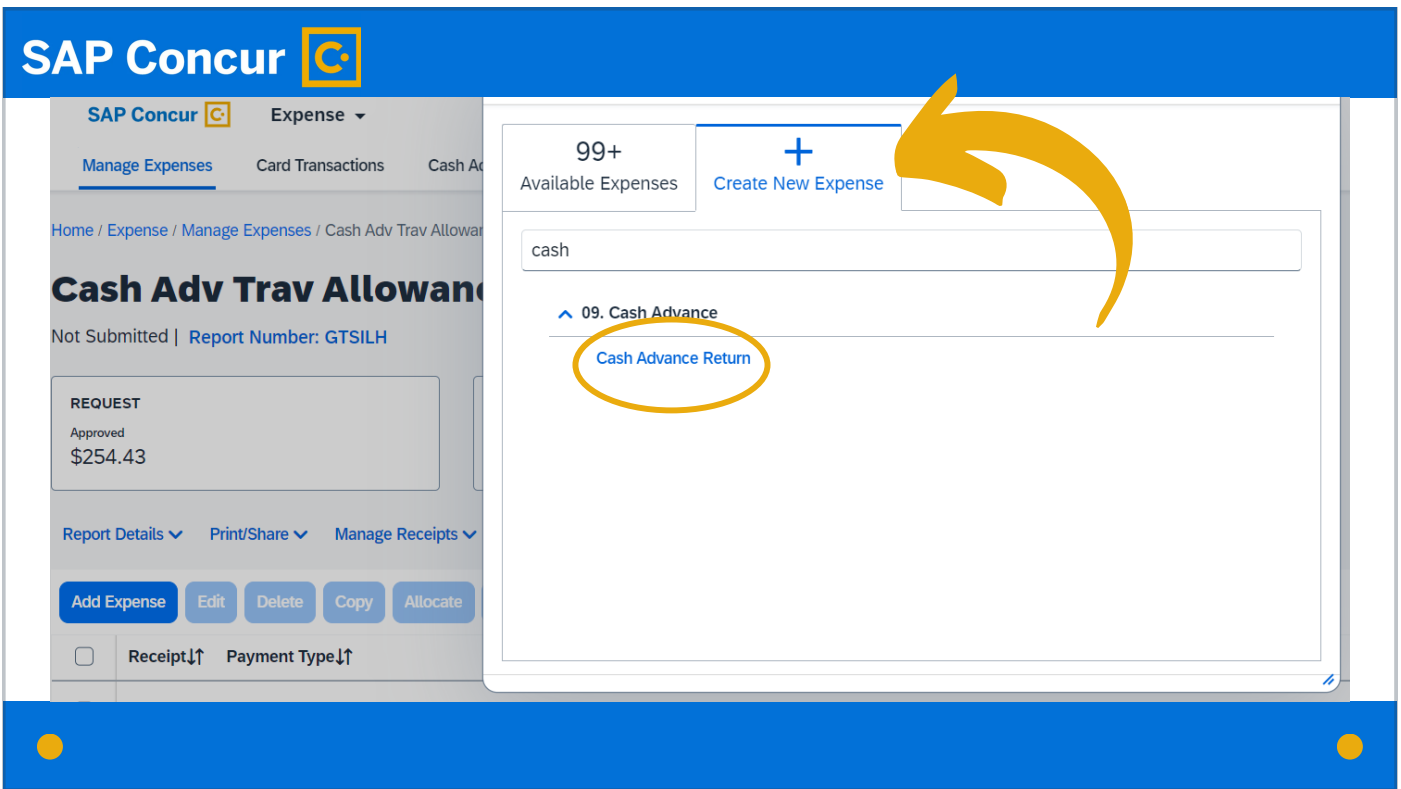
REQUEST	CASH ADVANCE: 1
Approved Amount \$150.00	Amount \$150.00
	Remaining \$0.00

Report Number Print/Share Manage Receipts Travel Allowance View Available Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to View: Standard

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	✖	↑	Out of Pocket	Professional Memberships/Dues		02/05/2024	\$150.00

When this receipt is obtained, in the Concur expense report, click on the Add Expense button at the far left of the screen,



and then, on the Create New Expense tab, search for and select the Cash Advance Return expense type.

The screenshot displays the SAP Concur 'New Expense' interface. At the top, the SAP Concur logo is visible on the left, and navigation links for 'Manage Expenses', 'Card Transactions', and 'Cash Advances' are present. The breadcrumb trail indicates the current path: 'Home / Expense / Manage Expenses / Cash Adv Trav Allowance 02062024 / New Expense'. The main title 'New Expense' is prominently displayed, with 'Cancel' and 'Save Expense' buttons to its right. Below the title, there are two tabs: 'Details' (selected) and 'Itemizations'. The 'Details' tab contains an 'Allocate' section with the following fields: 'Expense Type' (set to 'Cash Advance Return'), 'Date' (placeholder 'MM/DD/YYYY'), 'Description' (set to '2024-02-07 - 2024-02-07 : 1 day(s)'), 'Amount' (empty), and 'Currency' (set to 'US, Dollar (USD)'). At the bottom of this section are 'Save Expense', 'Save and Add Another', and 'Cancel' buttons. To the right, the 'Receipt' section features a large empty box with an 'Add Receipt' button (containing an upward arrow icon) and the instruction: 'Click to upload or drag and drop files to upload a new receipt.' A 'Hide Receipt' button is also visible in the top right of the receipt area.

On the expense details screen,

SAP Concur Expense

Manage Expenses | Card Transactions | Cash Advances

Home / Expense / Manage Expenses / Cash Adv Trav Allowance 02062024 / New Expense

New Expense

Cancel Save Expense

Details Itemizations Hide Receipt

Allocate

Expense Type *
Cash Advance Return

Date *
MM/DD/YYYY

Amount *
US, Dollar (USD)

* Required field

Save Expense Save and Add Another Cancel

Receipt

Add Receipt

Click to upload or drag and drop files to upload a new receipt.

fill in all required fields, marked with the red asterisk.

SAP Concur Expense

Manage Expenses | Card Transactions | Cash Advances

Home / Expense / Manage Expenses / Cash Adv Trav Allowance 02062024 / New Expense

New Expense

Cancel Save Expense

Details Itemizations Hide Receipt

Allocate

* Required field

Expense Type: CASH ADVANCE: 1

Amount	Remaining
\$100.00	\$95.57

Date: MM/DD/YY 02-07 : 1 day(s)

Amount * Currency: US, Dollar (USD)

Save Expense Save and Add Another Cancel

Receipt

Add Receipt

Click to upload or drag and drop files to upload a new receipt.

The amount field will be the remaining balance of the cash advance.

Allocate

Expense Type *

Cash Advance Return

Date *

MM/DD/YYYY

Description

2024-02-07 - 2024-02-07 : 1 day(s)

Amount *

Currency *

US, Dollar (USD)

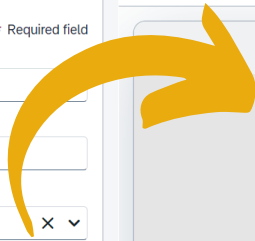
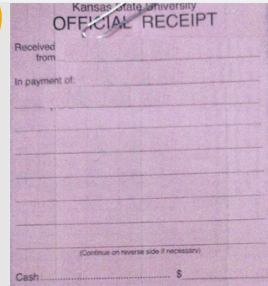
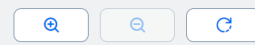
* Required field

Save Expense

Save and Add Another

Cancel

Receipt



The required receipt is the official receipt from the Cashiers Office.

Home / Expense / Manage Expenses / Cash Adv 02052024

Cash Adv 02052024 \$175.00

Delete Report Copy Report Submit Report

Not Submitted | Report Number: 327230

REQUEST Approved \$150.00	CASH ADVANCE: 1 Amount \$150.00	Remaining \$0.00
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Report Details Print/Share Manage Receipts Travel Allowance

View Available Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

View: Standard

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Out of Pocket	Professional Memberships/Dues	Membership People	02/05/2024	\$175.00
						\$175.00

Now that the remaining balance on the cash advance is \$0, the report is able to be submitted.