Welcome to our training on expensing cash advances in Concur.
In the travel expense report, the traveler can provide all the details associated with the cash advance expenses.
Click into the report that was generated from the travel request including the cash advance.
You should see an alert that there are cash advances available to add to this report.
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.
You will see a screen that shows a list of all unused cash advances you have available.
Select the one that pertains to this travel expense report.
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.
Click Close.
On your report screen, you will now see a Cash Advance box.
This box will show you the amount of the cash advance available on the left
And the amount remaining to be expensed on the right.
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.
An example of this type of expense is meals and incidental expenses (or M&IE)
There is not an expense in the menu of expenses for M&IE.
M&E expenses are generated through Concur’s Travel Allowance calculator,
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.
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
is that the cash advance remaining amount must equal $0 before the expense report can be submitted.
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.
To return it, the first step is to physically return the cash to the KSU Cashiers Office.
and obtain the official receipt for the returned funds.
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.
On the expense details screen,
fill in all required fields, marked with the red asterisk.
The amount field will be the remaining balance of the cash advance.
The required receipt is the official receipt from the Cashiers Office.
Now that the remaining balance on the cash advance is $0, the report is able to be submitted.