

Travel Requests:
**Requesting Cash
Advances**

Welcome to our training on requesting cash advances in Concur.

Workshop in Emporia \$250.00

Not Submitted | Request ID: 336P

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EXPECTED EXPENSES

[Add](#) [Edit](#) [Delete](#) [Allocate](#)

<input type="checkbox"/>	Expense type ^{↓↑}	Details ^{↓↑}	Date ^{↓↑}	Amount ^{↓↑}	Requested ^{↓↑}
<input type="checkbox"/>	Travel-Related Training & Conference Registration		10/17/2023	\$150.00	\$150.00
<input type="checkbox"/>	Professional Memberships/Dues		10/17/2023	\$100.00	\$100.00
					\$250.00

Cash advances are requested through the Concur travel request form.



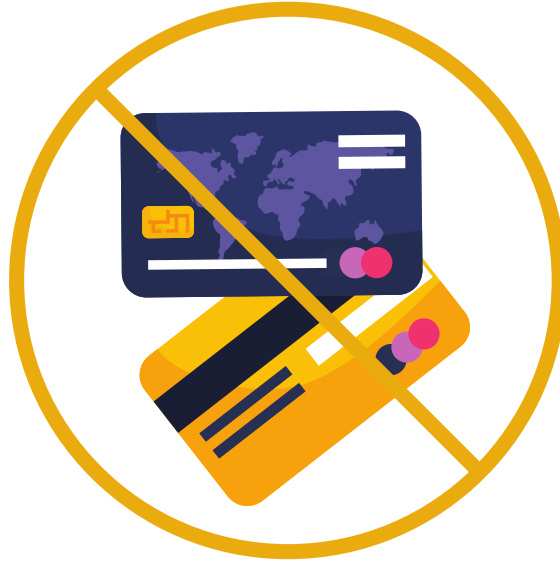
faculty/staff-led student trips

A cash advance is applicable to either faculty/staff-led student trips



international travel

or international travel



and should only be requested in cases where a traveler cannot use a university credit card to pay the expenses—



M&IE

for example, for meals and incidental expenses.



The traveler who receives the cash advance is responsible for obtaining all required receipts for payments

 Alerts: 2

Cash Adv 02052024 \$150.00

[Delete Report](#) [Copy Report](#) [Submit Report](#)

Not Submitted | [Report Number: 327230](#)


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

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

[View Available Receipts](#) 

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

View: ▾

<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

and for initiating the Concur expense reimbursement of the cash advance immediately upon return from the travel.

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<input type="checkbox"/>	Professional Memberships/Dues		10/17/2023	\$100.00	\$100.00
					\$250.00

To start the process of requesting the cash advance, on the Concur request screen that allows you to manage the request,

Work Order in Emporia \$250.00 

Not Submitted Request ID: 336P

Copy Request

Submit Request

Request Details  Print/Share  Attachments  Manage Travel Allowance 

Request

Edit Request Header

Request Timeline

Audit Trail

Linked Add-ons

Add Cash Advance

EXPENSES

Allocate

Details 

Date 

Amount 

Requested 

<input type="checkbox"/>	Training & Conference Registration	10/17/2023	\$150.00	\$150.00
<input type="checkbox"/>	Professional Memberships/Dues	10/17/2023	\$100.00	\$100.00
				\$250.00

click on the Request Details dropdown menu and select Add Cash Advance.

Workshop in Emporia

Cancel **Save** Submit

Cash Advance Timeline **Manage Attachments**

Details

Expenses

Cash Advance Amount *

Currency *

US, Dollar ▾

* Required field

Cash Advance Comment

The Cash Advance Screen will generate.

Workshop in Emporia

Cancel Save Submit

Cash Advance Timeline Manage Attachments

Details


Expenses

Cash Advance Amount *

Currency *

US, Dollar ▾

* Required field

 * Required field

Cash Advance Comment

Fill in all required fields (marked with a red asterisk).

Workshop in Emporia

Cancel Save Submit

Cash Advance Timeline Manage Attachments

Details

Expenses

Cash Advance Amount *

Currency *

* Required field

US, Dollar

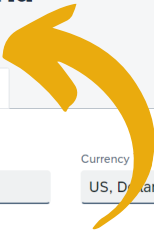
Cash Advance Comment

Additionally, in the Cash Advance Comment box, explain the reason for the cash advance request.

Workshop in Emporia

Cancel Save Submit

Cash Advance Timeline Manage Attachments



Details

Expenses

Cash Advance Amount *

Currency

US, Dollar ▾

* Required field

Cash Advance Comment

If there are attachments supporting the cash advance, click on Manage Attachments to upload those.

Workshop in Emporia

Cancel Save Submit

Cash Advance Timeline Manage Attachments

Details

Expenses

Cash Advance Amount *


Currency *





US, Dollar ▾

* Required field


Cash Advance Comment

Then click the Save button at the right of the screen.

SAP Concur 

SAP Concur  Requests   

Manage Requests

Workshop in Europe \$250.00 

Not Submitted | Requested | Approved

[Request Details](#) [Attachments](#) [Manage Travel Allowance](#)


CASH ADVANCES: 1
Amount
\$100.00



EXPECTED EXPENSES

[Add](#) [Edit](#) [Delete](#) [Allocate](#)

<input type="checkbox"/>	Expense type↑↓	Details↑↓	Date↓↑	Amount↑↓	Requested↑↓
<input type="checkbox"/>	Travel-Related Training & Conference Registration		10/17/2023	\$150.00	\$150.00
<input type="checkbox"/>	Professional Memberships/Dues		10/17/2023	\$100.00	\$100.00
					\$250.00

You will now see that the cash advance has been added as part of the travel request.





SAP Concur 

SAP Concur  Requests 

Manage Requests

Workshop in Emporia \$250.00

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Request Details  Print/Share  Attachments  Manage Travel Allowance 

CASH ADVANCES: 1
Amount
\$100.00

EXPECTED EXPENSES

Add Edit Delete Allocate

<input type="checkbox"/>	Expense type \updownarrow	Details \updownarrow	Date \downarrow	Amount \updownarrow	Requested \updownarrow
<input type="checkbox"/>	Travel-Related Training & Conference Registration		10/17/2023	\$150.00	\$150.00
<input type="checkbox"/>	Professional Memberships/Dues		10/17/2023	\$100.00	\$100.00
					\$250.00

To edit the cash advance, click on the cash advance box to reopen the cash advance screen and make necessary changes.

SAP Concur

SAP Concur Requests ▾

Manage Requests

Workshop in Emporia \$250.00

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CASH ADVANCES: 1
Amount
\$100.00

EXPECTED EXPENSES

[Add](#) [Edit](#) [Delete](#) [Allocate](#)

<input type="checkbox"/>	Expense type↑↓	Details↑↓	Date↓↑	Amount↑↓	Requested↑↓
<input type="checkbox"/>	Travel-Related Training & Conference Registration		10/17/2023	\$150.00	\$150.00
<input type="checkbox"/>	Professional Memberships/Dues		10/17/2023	\$100.00	\$100.00
					\$250.00

Once the request is submitted,

Manage Requests

Request Library

Workshop in Emporia
10/17/2023 | 336P

\$150.00

Submitted

Training in Topeka
10/12/2023 | 336M

\$79.26

Submitted

Pending Travel Supervisor Approval
Test, Nick

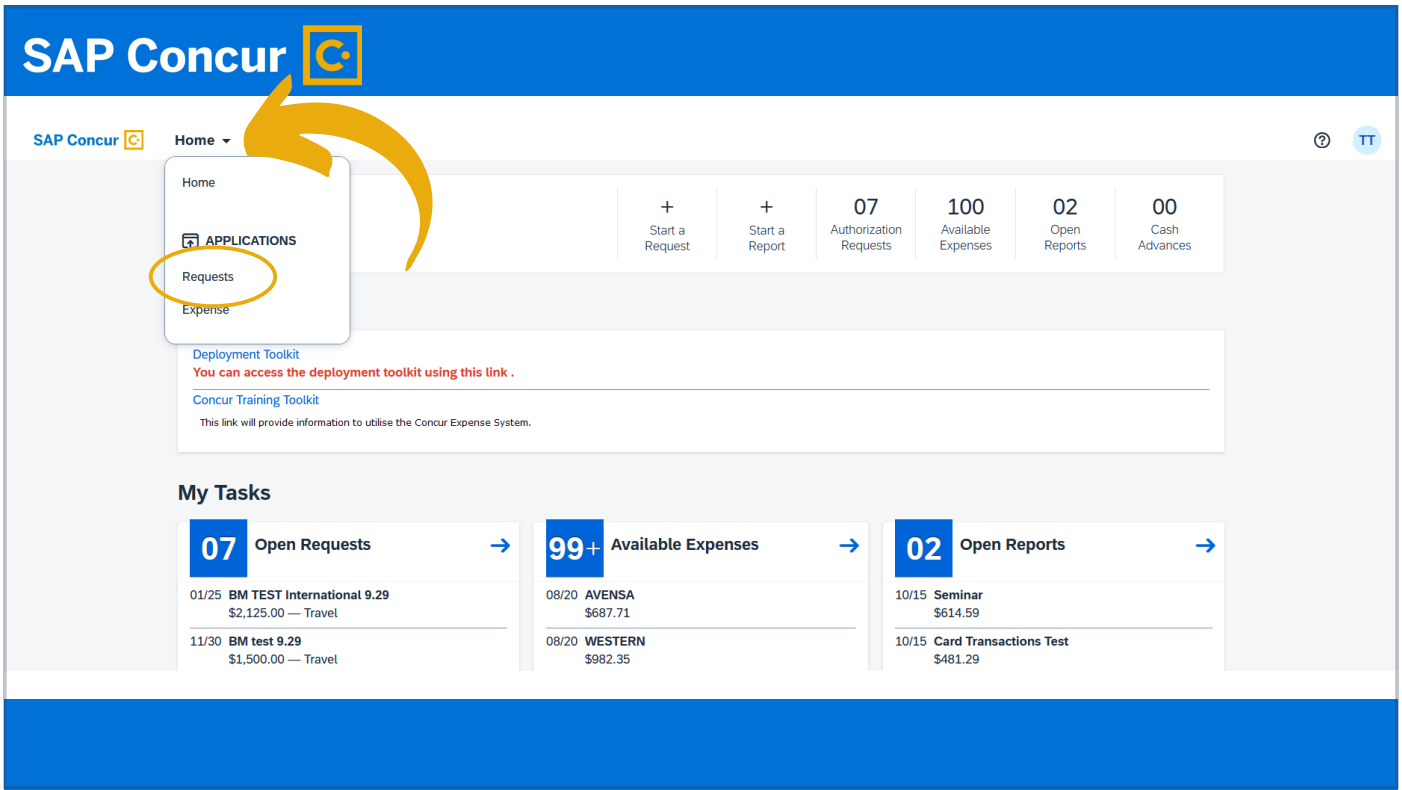
September Conference
09/25/2023 | 336K

\$391.48

Submitted

Pending Business Liaison Approval
Test Approver, International

you can monitor the status of the cash advance approval by going back to the request in your request library—



which you can get to by going to the page identifier dropdown menu and clicking on Requests.

Manage Requests

Request Library

Workshop in Emporia
10/17/2023 | 336P

\$150.00

Submitted

Training in Topeka
10/12/2023 | 336M

\$79.26

Submitted

Pending Travel Supervisor Approval
Test, Nick

September Conference
09/25/2023 | 336K

\$391.48

Submitted

Pending Business Liaison Approval
Test Approver, International



Once there, click on the request.

Manage Requests

Workshop in Emporia \$250.00

Not Submitted | Request ID: 336P

[Copy Request](#)

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CASH ADVANCES: 1

Amount
\$100.00

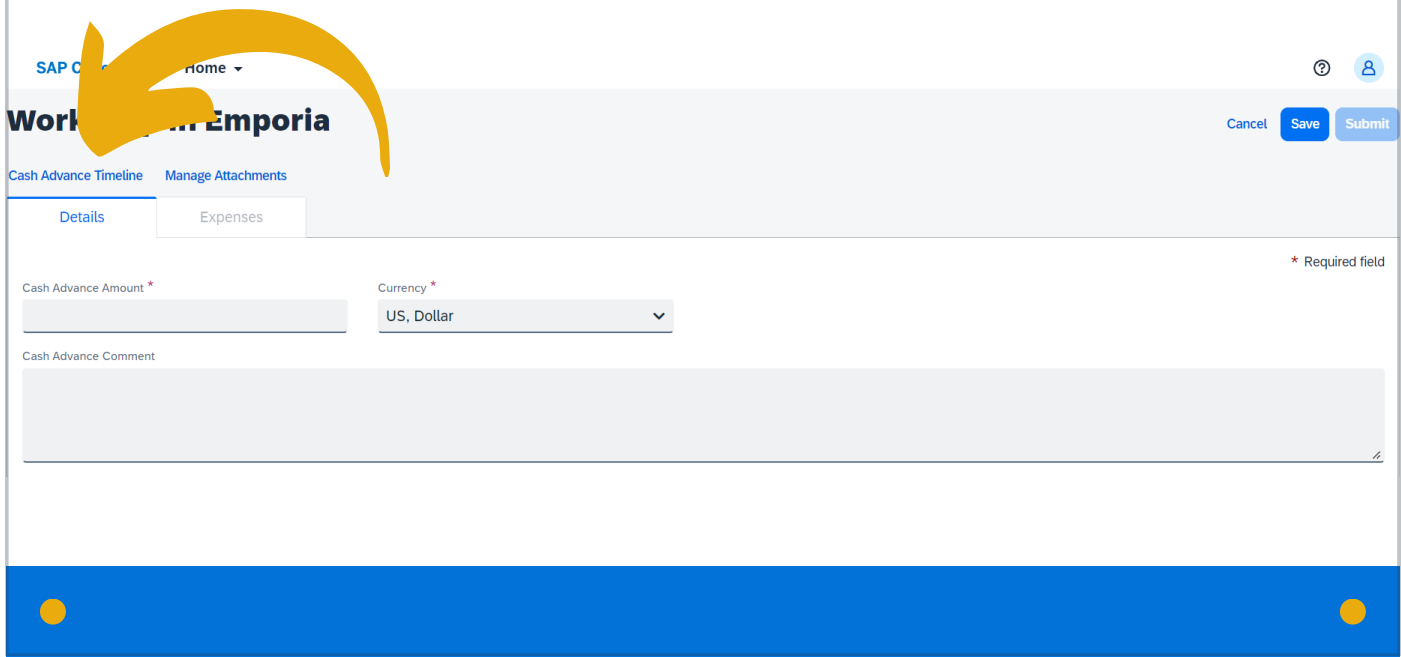


EXPECTED EXPENSES

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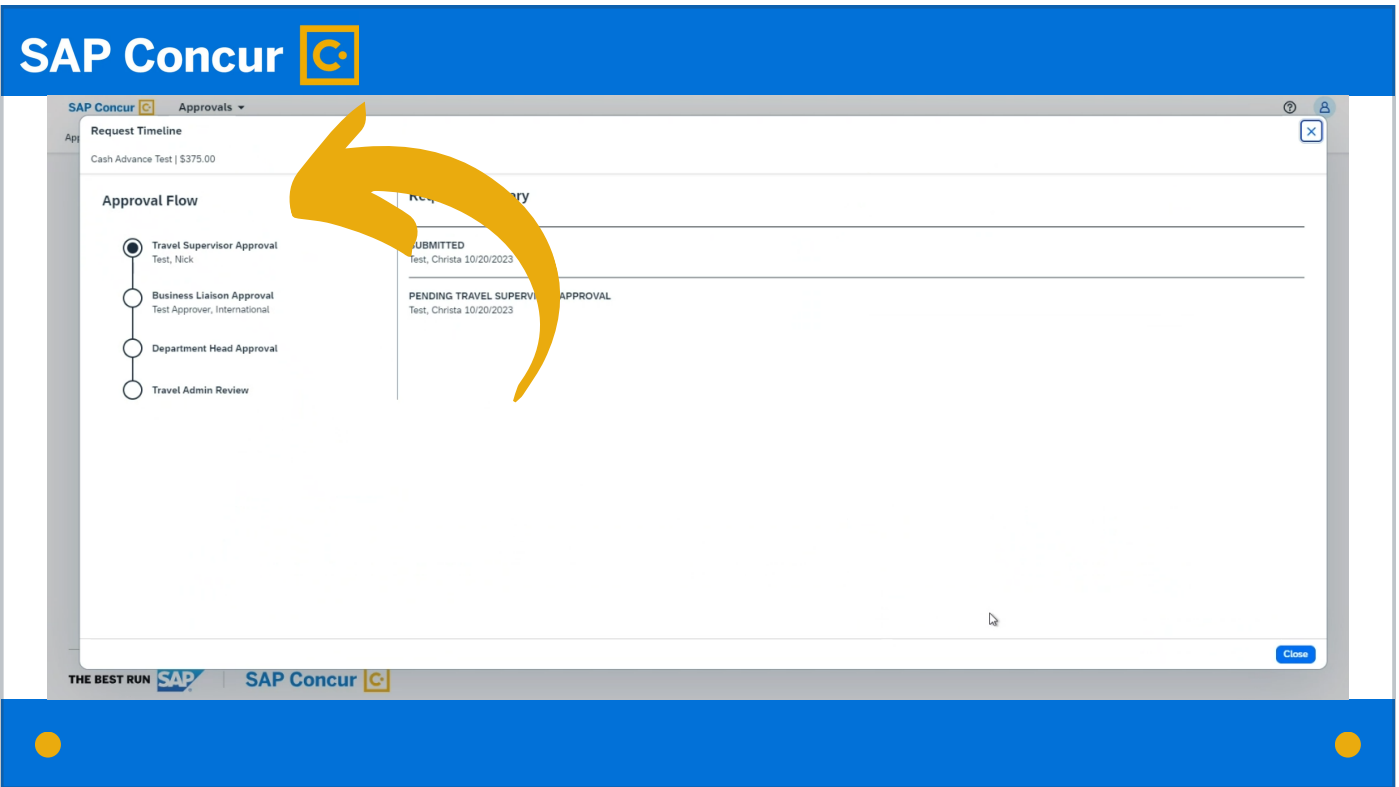
<input type="checkbox"/>	Expense type↑↓	Details↑↓	Date↓↑	Amount↑↓	Requested↑↓
<input type="checkbox"/>	Travel-Related Training & Conference Registration		10/17/2023	\$150.00	\$150.00
<input type="checkbox"/>	Professional Memberships/Dues		10/17/2023	\$100.00	\$100.00
					\$250.00

Then click on the cash advance box



The screenshot shows the SAP Concur interface for a 'Work in Emporia' form. At the top left, the SAP Concur logo is visible. Below it, the text 'Work in Emporia' is displayed. A yellow arrow points from the 'Cash Advance Timeline' link to the 'Work in Emporia' text. In the top right corner, there are 'Cancel', 'Save', and 'Submit' buttons. Below the main title, there are two tabs: 'Details' (selected) and 'Expenses'. The form contains several fields: 'Cash Advance Amount' with an asterisk indicating it is a required field, 'Currency' with a dropdown menu showing 'US, Dollar', and 'Cash Advance Comment' with a large text area. A small asterisk and the text '* Required field' are located in the top right corner of the form area. The bottom of the page has a blue bar with two yellow circles.

and from there the Cash Advance Timeline link.



The Approval Flow indicates where the cash advance request is in the approval workflow and what steps remain to be completed before the request is approved.