Travel Requests:

Requesting Cash Advances

Welcome to our training on requesting cash advances in Concur.
Cash advances are requested through the Concur travel request form.
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—
for example, for meals and incidental expenses.
The traveler who receives the cash advance is responsible for obtaining all required receipts for payments.
and for initiating the Concur expense reimbursement of the cash advance immediately upon return from the travel.
To start the process of requesting the cash advance, on the Concur request screen that allows you to manage the request,
click on the Request Details dropdown menu and select Add Cash Advance.
The Cash Advance Screen will generate.
Fill in all required fields (marked with a red asterisk).
Additionally, in the Cash Advance Comment box, explain the reason for the cash advance request.
If there are attachments supporting the cash advance, click on Manage Attachments to upload those.
Then click the Save button at the right of the screen.
You will now see that the cash advance has been added as part of the travel request.
To edit the cash advance, click on the cash advance box to reopen the cash advance screen and make necessary changes.
Once the request is submitted,
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.
Once there, click on the request.
Then click on the cash advance box
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.