Concur Travel/Entertainment Request

How to Request a Cash Advance

Cash Advances are a method to provide travelers with money to spend before they depart on a trip, or to provide cash before a purchase is made.

Follow the below instructions if you find yourself needing help covering what may be an out-of-pocket expense for travel or hosting an event.

This request would be common for Travelers/Entertainers who are not T/E Cardholders.

- Once you've added all of your Expected Expenses for your Travel or Entertainment Request, make note of whether or not a Cash Advance would be necessary. If so, identify the amount that you need and prepare to request the Cash Advance.
- 2. Select Request Details > Add Cash Advance

Conferenc	e \$895.00		More Actions 🗸 Submit Request
Request Details 🗸	Print/Share V Attachments V		
	XPENSES		
Edit Request Header Request Timeline	te Allocate		
Audit Trail	¢↓↑	Details↓↑	Date↓≓ Amount↓↑ Requested↓
Linked Add-ons Add Cash Advance	F • 1	Details41	
Travel Advisory		Request Mileage	01/05/2024 \$120.00 \$120.0
Seminar/Con	/ nference Registration		01/02/2024 \$500.00 \$500.0
Lodging			01/02/2024 \$275.00 \$275.0
			\$895.0

3. Enter Details of the Cash Advance Amount and Justification for why the Cash Advance is necessary.

Conference	:e 🖻				Cancel	Save	Submit	
10/18/2023								
Cash Advance Timeline	Manage Attachments							
Details	Expenses							
						* Req	uired field	
Cash Advance Amount *		Currency *		Travel Start Date				
500.00		US, Dollar	~	01/02/2024				
Travel End Date								
01/05/2024								
Cash Advance Justification								
I am not a T/E Card Holder. Need Cash Advance to cover the cost of the Conference Registration. Registration is due 2 months prior of the event.								
	riotaen preed ousin			erence Registration. Registration is due 2 months pr		avent.		
							le	

UC SANTA BARBARA

4. (Optional) Provide supporting documentation under Manage Attachments.

	Upload Cash Advance Attachment X	
Conference 🖻		Cancel Save Subm
10/18/2023		
Cash Advance Timeline Manage Attachments	↑	
Details Expenses	Upload Cash Advance Attachment	
	5MB limit per file	*0
Cash Advance Amount *		* Required field
500.00		
Travel End Date	Close	
01/05/2024		
Cash Advance Justification		
I am not a T/E Card Holder. Need Cash Advanc	te to cover the cost of the Conference Registration. Registration is due 2 months prior of the event.	
		1

5. Once you've noted everything for your Cash Advance, Save it to your Request. The Cash Advance information should then be displayed in the Cash Advances section above the Expected Expenses list.

10/18 Cash A ** COM Not Sub Reques CASH Amoun \$500.	Conference Cancel Save Submit 10/18/2023 Cash Advance Timeline Manage Attachments *** Conference \$895.00 More Actions Submit Request Request Details Print/Share Attachments CASH ADVANCES: 1 Amount \$500.00 EXPECTED EXPENSES						
Add	Edit Delete Allocate	Details↓↑	Date↓ ≓	Amount↓↑	Requested↓↑		
	Transportation	Request Mileage	01/05/2024	\$120.00	\$120.00		
	Seminar/Conference Registration		01/02/2024	\$500.00	\$500.00		
	Lodging		01/02/2024	\$275.00	\$275.00		

\$895.00

6. Once you confirm that you have your Cash Advance and all your Excepted Expenses listed, select Submit Request. Your Request and Cash Advance will enter its approval workflow. Once the Request has been approved, the cash advance will show its status on the Expense>Cash Advances> View Cash Advances page in Concur Expense.

SAP Concur 🖸	Requests	Travel Expense	Approvals	Reporting -	App Center		
Manage Expenses	View Transactions	Cash Advances	Processor -				
Cash Advar	Cash Advances						
View: Active Cash Adv	ances 🗸						
		RETURNED	0	6/26/2020	NOT SUBMITTED	06/26/2020	
+ Request Cash Advance		Trip to Londo Amount £500.00 Sent Back	'n		Cash for Canada Trip Amount CAD 200.00 Not Submitted		
NOT SUBMITTED	06/26/2020	PENDING ISS	SUE 0	8/26/2022	ISSUED	11/17/2022	
Cash for Canada Tri	р	Trip to Seattle	е		Sales Training Q3		
Amount CAD 200.00		Amount \$300.00			Amount Balance USD 200.00 €192.56		
Not Submitted		Pending Appro	oval by Admin				

- 7. Once the request is submitted and approved, the Cash Advance will be issued the same way you receive your paycheck. It's important to review what has been noted as Issued as soon as possible so that you may confirm you have received the funds. If not, connect with you Delegate to get the issues resolved.
- 8. Finally, once your event has passed, make sure to include the Cash Advance in your Final Expense Report. As you would your Card Transactions, please be sure to link all Cash Advances to the appropriate Concur Report at the time of submitting your Report for reimbursement/allocation.