

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.

1. 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

Conference \$895.00

Not Submitted | Request ID: 3KVN More Actions Submit Request

Request Details Print/Share Attachments

Request
Edit Request Header
Request Timeline
Audit Trail
Linked Add-ons
Add Cash Advance
Travel Advisory

EXPENSES Allocate

| | Details | Date | Amount | Requested |
|--------------------------|---------------------------------|------------|----------|-----------|
| <input type="checkbox"/> | Request Mileage | 01/05/2024 | \$120.00 | \$120.00 |
| <input type="checkbox"/> | Seminar/Conference Registration | 01/02/2024 | \$500.00 | \$500.00 |
| <input type="checkbox"/> | Lodging | 01/02/2024 | \$275.00 | \$275.00 |
| | | | | \$895.00 |

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

Conference

10/18/2023 Cancel Save Submit

Cash Advance Timeline Manage Attachments

Details Expenses

* Required field

Cash Advance Amount * 500.00

Currency * US, Dollar

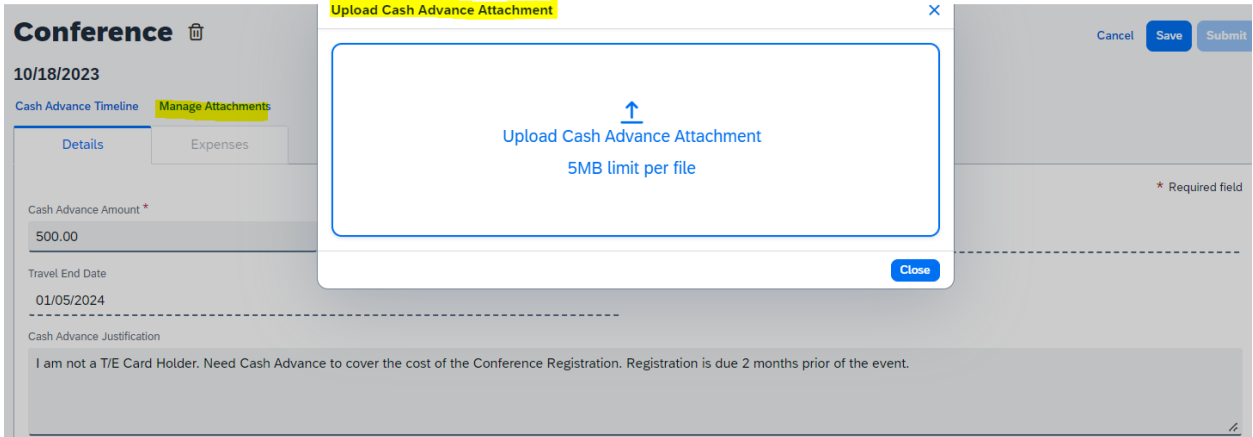
Travel Start Date 01/02/2024

Travel End Date 01/05/2024

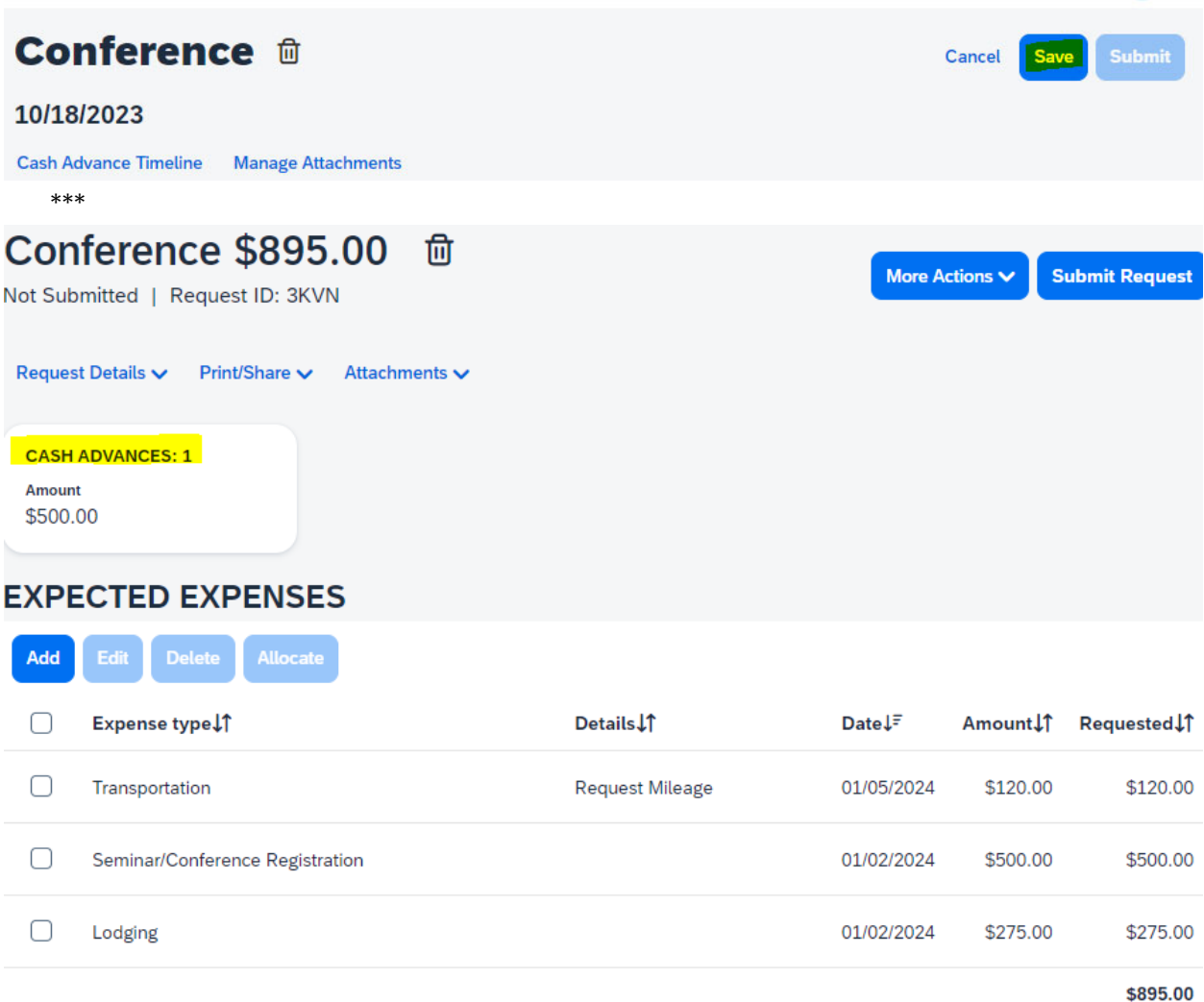
Cash Advance Justification

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.

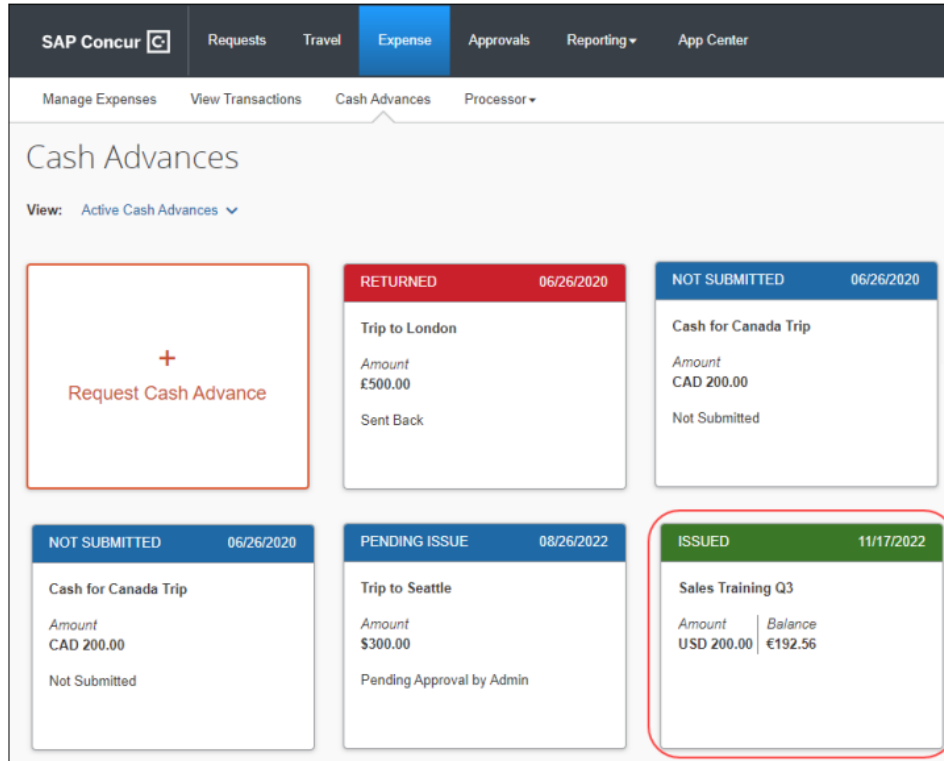
4. (Optional) Provide supporting documentation under Manage Attachments.



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.



- 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.



- 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 your Delegate to get the issues resolved.
- 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.