“Cash Advances” for employees (not students) are handled in Concur. Most users are not set up for cash advances in the system by default, as it is the general policy of the University not to issue them. If you require a cash advance for the trip, contact the Financial Services Center for information on gaining access in Concur.

Generally, Cash Advances are approved only for group travel with students and international travel. Note: Advances are issued by check or direct deposit.

Once you are set up with access to request a Cash Advance in Concur, you will do so in your Concur Request for that trip, and will reconcile it in your next Expense Report.

1. In the Request Header section of your Concur Request, you will notice a “Cash Advance” section at the bottom of the screen. Enter the amount you are requesting and a comment explaining your need for a Cash Advance.

2. Your Cash Advance will be reviewed and approved or sent back by the Cash Advance Administrator (Manager of Disbursements) as part of the Request approval workflow. If your Request is returned you will receive an e-mail with the CA Admin’s comments as to what should be adjusted. You will need to log in and select the returned Request from your Requests page, make the adjustments, and resubmit the request.

3. When your Cash Advance is issued, it will automatically be applied to the next Expense Report you create. You will see the Cash Advance amount when adding your expenses to the report, and the balance will decrease as you add “Personal Card/Cash” expenses to the report. If you did not utilize any portion of the advance, you will need to add the expense type “Cash Advance Return” to your report in the amount of the remaining balance of your Cash Advance. You will notice an “Amount Due Company” on your report summary. You will need to submit a check to the Financial Services Center ASAP for that amount or the report will not get approved.