



# Concur- Expensing a Cash Advance

## DATE OF LAST UPDATE

February 11, 2020

## LAST UPDATED BY

Steve Bagley

STEP	ACTIVITY
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If you had a cash advance issued in Concur, you will need to expense the Cash Advance with your Expense Report as part of your travel reconciliation.

- **Part 1** Creating your Expense Report with a Cash Advance
- **Part 2** What if you didn't use the whole Cash Advance?
- **Part 3** Adding expenses paid for by your Cash Advance

### Part 1

### Creating your Expense Report with a Cash Advance

Click on **Requests**, then **Manage Requests**. Find the trip you need to expense that has the issued cash advance. Click on the blue **Expense** link located under Action.

SAP Concur | Requests | Expense

Manage Requests | New Request | Quick Search

Active Requests (1) [Delete Request] [Copy Request] [Deactivate Request]

View ▾

Request Name ▾ Begins With ▾ [Go]

<input type="checkbox"/>	Request Name	Request ID	Status	Request Dates ▾	Date Submitted	Total	Approved a...	Remaining ...	Action
<input type="checkbox"/>	Alliance Conference	3PGY	Approved	03/28/2020 04/02/2020	09/25/2019	\$3,347.00	\$3,347.00	\$3,347.00	Expense

This will open the Report Header. Click **Next** in the bottom right of the screen.

Create a New Expense Report

Report Header

Report Key: [ ] Report/Trip Name: Alliance Conference Trip Type: 2-Out-of-State Travel Start Date: 03/28/2020 Travel End Date: 04/02/2020 Are you travelling to a banned state?: No

Traveler Type: 2-Staff Trip Purpose: Conference Personal Dates of Travel-If none enter NA: NA Comments To/From: [ ]

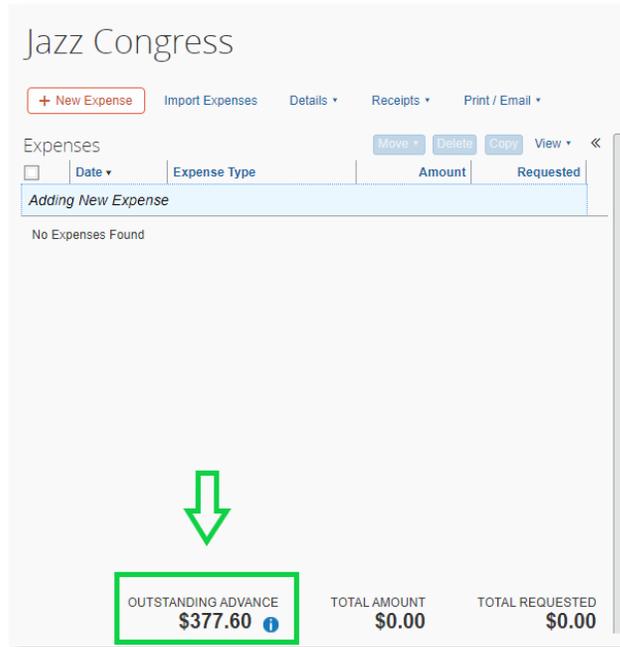
Business Unit: (HMCMP) HMCMP - Humboldt Fund: (HM500) HM500 - OPERATIN Department: (D20018) D20018 - REGISTR Program: [ ] Class: [ ] Project: [ ]

Requests

<input type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input type="checkbox"/>	Alliance Conference	3PGY	No	\$3,347.00	\$3,347.00	\$3,347.00

Next >> Cancel

At the bottom of your **Expense Report**, you will see your **Outstanding Advance**. The amount listed should reflect the amount you received for the **cash advance**.



## Part 2

## What if you didn't use the whole Cash Advance?

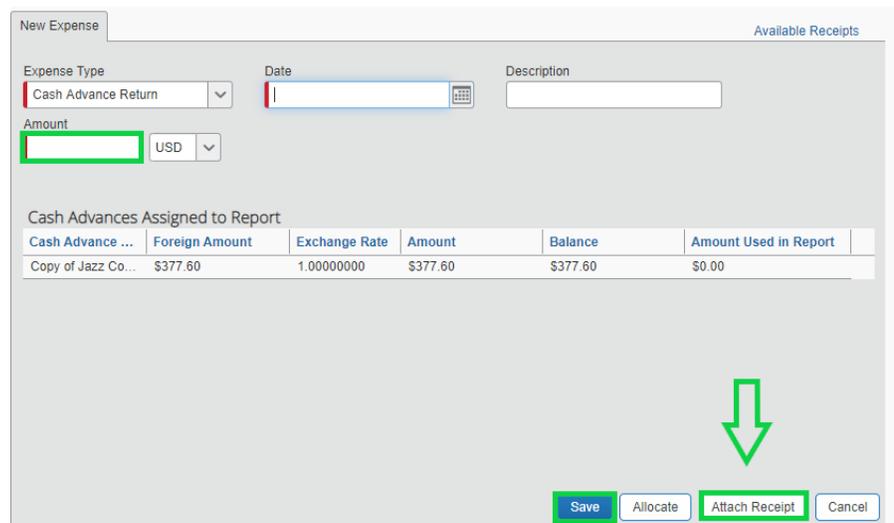
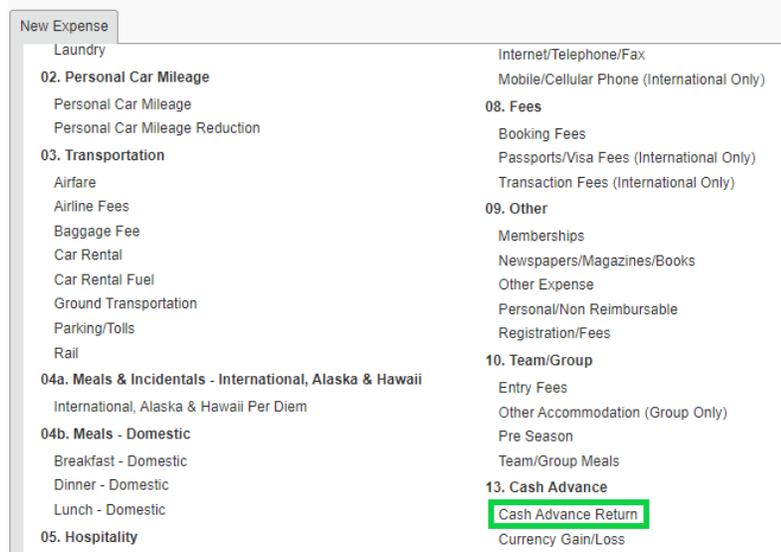
If you didn't use the whole cash advance, you will need to pay back the unused portion to the **Cashier's Office** before submitting your **Expense Report**.

Once paid, the **Cashier's Office** will provide a **receipt**.

Then, in the **Expense Report**, choose "**Cash Advance Return**."

Enter the amount you returned and upload the receipt using the "**Attach Receipt**" button.

Then click "**Save**."



### Part 3

## Adding Expenses Paid for by your Cash Advance

When adding expenses paid for by your **Cash Advance**, choose the **Out of Pocket** expense type.

**Attach** your receipt.

Fill in all the required fields and click **Save**.

New Expense Available F

Expense Type: Team/Group Meals  
Transaction Date: 01/22/2020  
Amount: 150.00 USD  
City of Purchase: Reno, Nevada  
Payment Type: Out of Pocket  
Enter Vendor Name:   
Comments To/From Approvers/Processors:

Buttons: Save, Itemize, Allocate, Attach Receipt

You'll notice the **outstanding cash advance balance** will reduce accordingly.

### Jazz Congress

+ New Expense Import Expenses Details Receipts Print / Email

Expenses Move Delete Copy View <<

<input checked="" type="checkbox"/>	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	01/22/2020	Team/Group Meals Reno, Nevada	\$150.00	\$150.00

OUTSTANDING ADVANCE **\$227.60**

TOTAL AMOUNT **\$150.00**      TOTAL REQUESTED **\$150.00**

When you're finished, your **Outstanding Balance** must be zero. If you have additional out of pocket expenses, you will receive the balance you paid out of pocket, minus the cash advance amount.

Click **Submit** once all your expenses have been entered.

[+ New Expense](#)
[Import Expenses](#)
[Details ▾](#)
[Receipts ▾](#)
[Print / Email ▾](#)

Expenses [Move ▾](#) [Delete](#) [Copy](#) [View ▾](#) <<

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	01/22/2020 	Team/Group Meals Reno, Nevada	\$150.00	\$150.00
<input type="checkbox"/>	01/22/2020 	Other Accommodation (Group) Reno, Nevada	\$227.60	\$227.60

<b>OUTSTANDING ADVANCE</b> <span style="font-size: 1.2em; font-weight: bold;">\$0.00</span>	<b>TOTAL AMOUNT</b> <span style="font-size: 1.2em; font-weight: bold;">\$377.60</span>	<b>TOTAL REQUESTED</b> <span style="font-size: 1.2em; font-weight: bold;">\$377.60</span>
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After submitting, a pop up window will appear confirming that your **“Report was Successfully Submitted.”** You will be able to view a summary of the expense totals and disbursements.

**Report Successfully Submitted**

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Italy Trip  
Sent to: External Validation - Submit

Expense Report

Report Total :	\$515.00
Less Personal Amount :	\$0.00
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Amount Claimed :	\$515.00
Amount Rejected :	\$0.00

Company Disbursements

Amount Due Employee :	\$15.00
Cash Advance Utilized :	\$500.00
<hr/>	
Total Paid By Company :	\$515.00

Employee Disbursements

Amount Owed Company :	\$0.00
<hr/>	
Total Owed By Employee :	\$0.00

[Close](#)