How to Add a Cash Advance in Concur
When Your Trip is Already Approved

Open the **Request** that you need a cash advance for. When open, click on the More Actions button and then **Copy Request**.
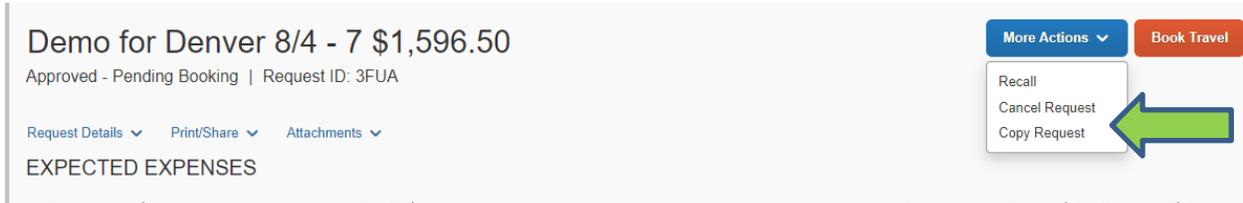
The box below will appear. Change the **Request name** to Cash Advance Denver 8/4-7. Change to date to the start date of your **Request**.   Uncheck the Expense box
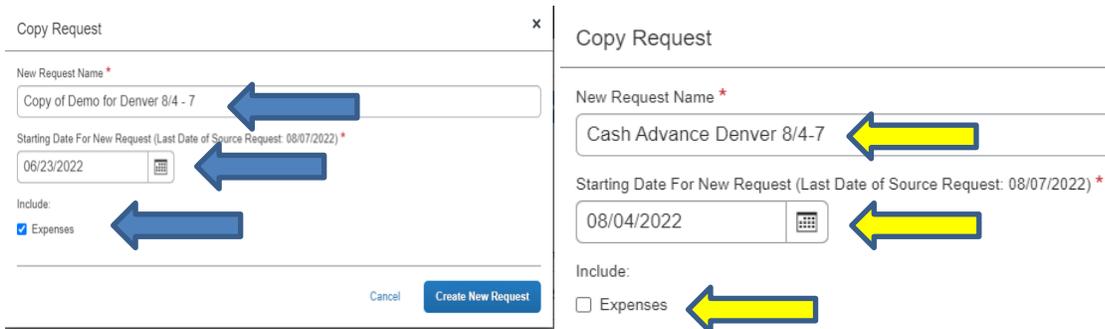
Click on **Create New Request.** The box below will appear. Click on the **Request Detail** button and then **Add Cash Advance**
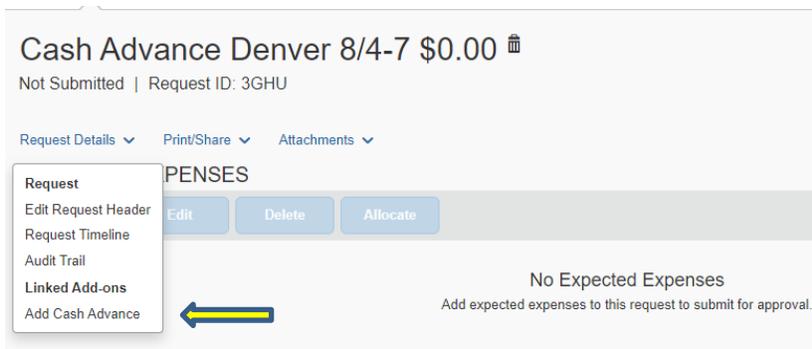
A **Cash Advance** box will appear. Add the amount of cash advance you need with a comment.
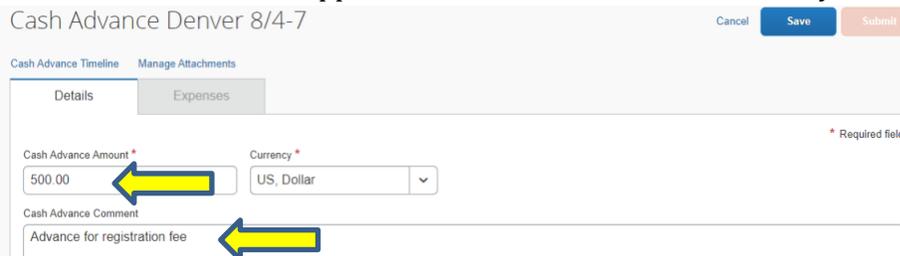
Submit the **Cash Advance.**

Click on **Request Detail** again and **Edit Request Header**
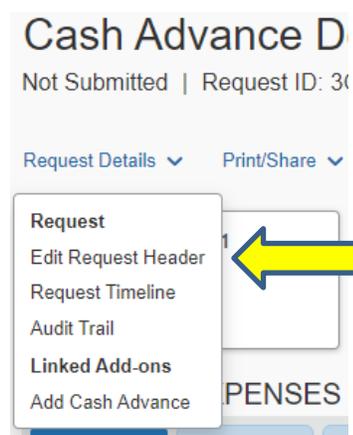
Change the **Booking type** to **"Other".** Click on **Supplemental Request** and select the appropriate **Request** the **cash advance** should be attached to. The click **Save.**

Under **Expected Expenses**, click **Add,** then click on **Other.** The **Transaction amount** should be **$1.00** and the **Description** should read, **Cash Advance Only. No expenses.** Then click **Save.**

Click **Submit Request**.