## 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**.

Demo for Denver 8/4 - 7 \$1,596.50	More Actions 🗸	Book Travel
Approved - Pending Booking   Request ID: 3FUA	Recall Cancel Request	
Request Details V Print/Share V Attachments V	Copy Request	
EXPECTED EXPENSES		

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

Copy Request X	Copy Request
New Request Name * Copy of Demo for Denver 8/4 - 7 Starting Date For New Request (Last Date of Source Request 08/07/2022) * O6/23/2022 Include: C Expenses	New Request Name * Cash Advance Denver 8/4-7 Starting Date For New Request (Last Date of Source Request: 08/07/2022) * 08/04/2022
Cancel Create New Request	Include:

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.

asirAuvan	Le Deriver	0/4-/					5446	300
h Advance Timeline	Manage Attachments							
Details	Expenses							
								* Required f
Cash Advance Amount		Currency *						* Required
Cash Advance Amount * 500.00		Currency *	~	]				* Required
Cash Advance Amount * 500.00 Cash Advance Comment		Currency * US, Dollar	~	)				* Required

## 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**.

Edit Request Header				
Cash Advance Denver 8/4-7   Request ID: 3GHU				
Request Policy		Request Name * 🕜		Supplemental Request
*ORAU-Travel Approve then Book		Cash Advance Denver 8/4-7	]	Search by V Request ID
Request/Trip Start Date *		Request/Trip End Date *		Trip Ty
08/04/2022		08/07/2022		(3FUA) Demo for Deriver 8/4 - 7
Are you attending a Conference? *		Non-Business Days? * 🕢		List of Non-Busines (3FUD) virtual Demo for Denver 8/4 - 7
No	~	No ~	]	
Booking Type *		Main Destination City * 🚱		Main Destination Country
3. Other	~	Oliver, Colorado	]	UNITED STATES (US)
Business Purpose *		Project *		Task *
Concur domo			1	

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.