

Requesting a Travel Cash Advance – Job Aid for Participants

A cash advance for travel, *should be* requested when submitting your **Travel Request** in the *Concur Travel System* using the job aid “**A. Requesting a Cash Advance with a Travel Request**” (*preferred method*)

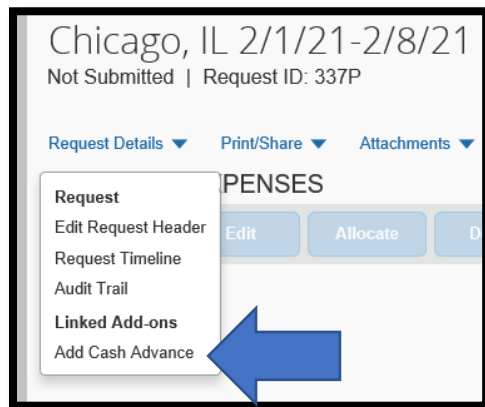
Cash advances *can be added to an already approved Travel Request* for a pending trip using the job aid “**B. Adding a Cash Advance in Concur After Approval of Travel Request**”

NOTE:

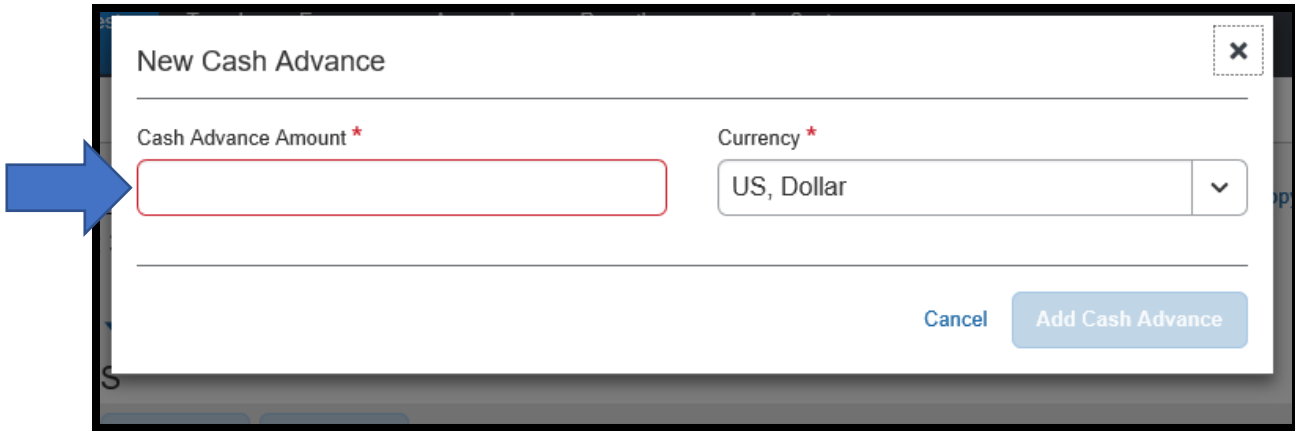
- A **red asterisk *** indicate a required field.
- Grey question marks are **Tool Tips** to assist you. To see the **Tool Tips**, hover your cursor over the **?**.

A. Requesting a Cash Advance with a Travel Request

- 1) To request a cash advance for your trip, **click** on the **Request Details** menu option in the **Travel Request** form, and select **Add Cash Advance**:

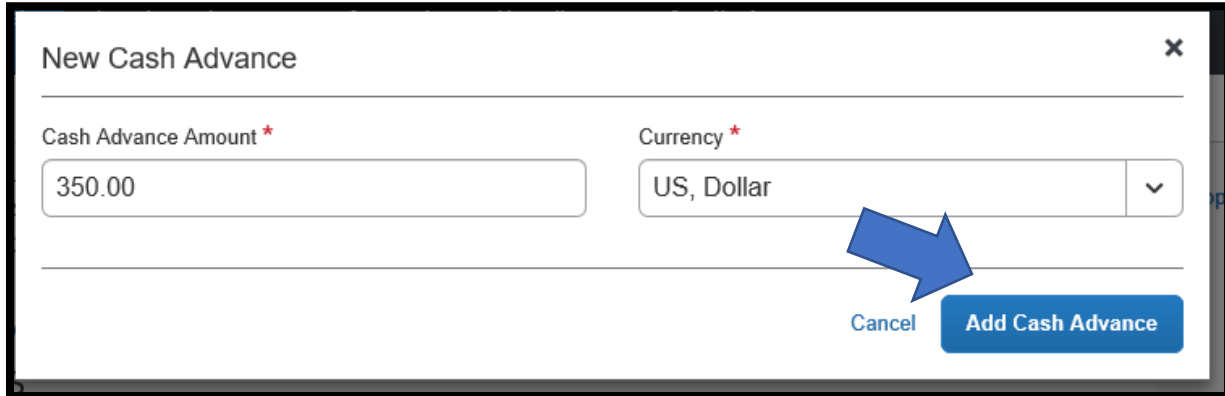


- 2) Fill in the **Cash Advance Amount** needed for per diem, registration fees, and other expenses requiring advance payment:



The screenshot shows a 'New Cash Advance' form. The 'Cash Advance Amount' field is highlighted with a red border and a blue arrow pointing to it from the left. The 'Currency' dropdown menu is set to 'US, Dollar'. At the bottom right, there are 'Cancel' and 'Add Cash Advance' buttons.

3) Click the **Add Cash Advance** button:



The screenshot shows the 'New Cash Advance' form with the 'Cash Advance Amount' field containing '350.00'. A blue arrow points to the 'Add Cash Advance' button at the bottom right.

4) Once the **Cash Advance** has been added, continue completing all required fields in the **Travel Request** and then **Submit Request**.

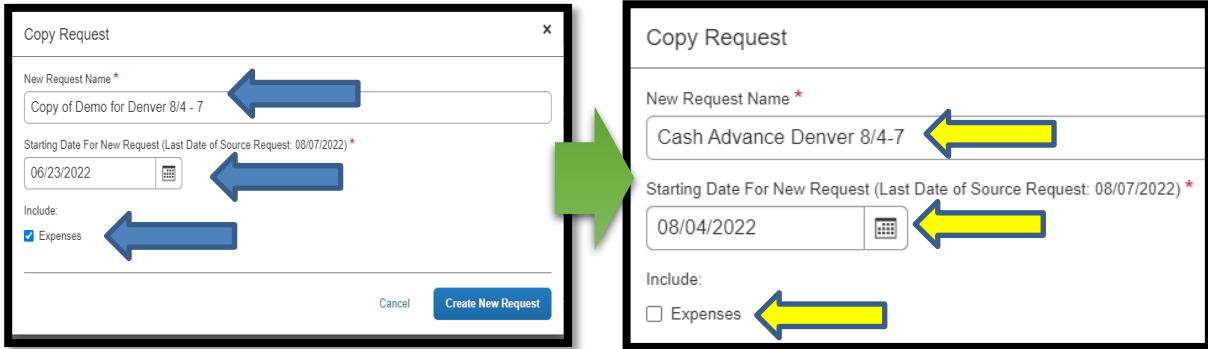
B. Adding a Cash Advance in Concur After Approval of Travel Request

- 1) Open the **Request** for which you are adding a cash advance. When open, click on the **More Actions** button and then **Copy Request**.
- 2) The box below will appear:

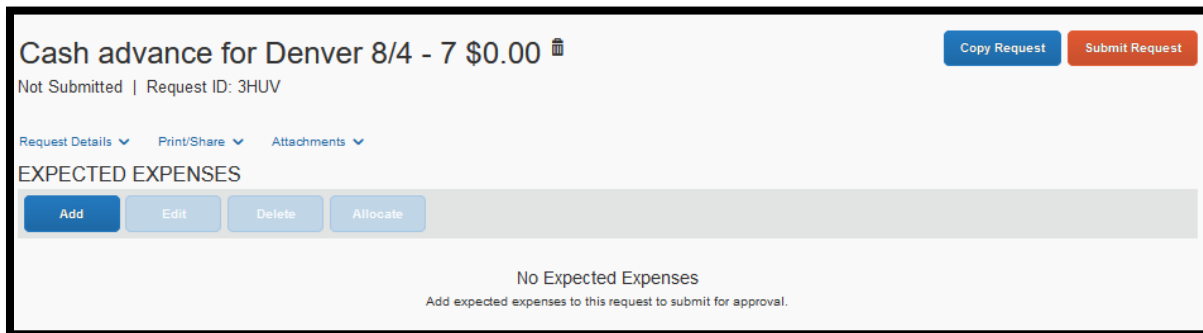


The screenshot shows a travel request summary for 'Demo for Denver 8/4 - 7 \$1,596.50'. The status is 'Approved - Pending Booking' and the request ID is '3FUA'. A 'More Actions' dropdown menu is open, showing options: 'Recall', 'Cancel Request', and 'Copy Request'. A yellow arrow points to the 'Copy Request' option.

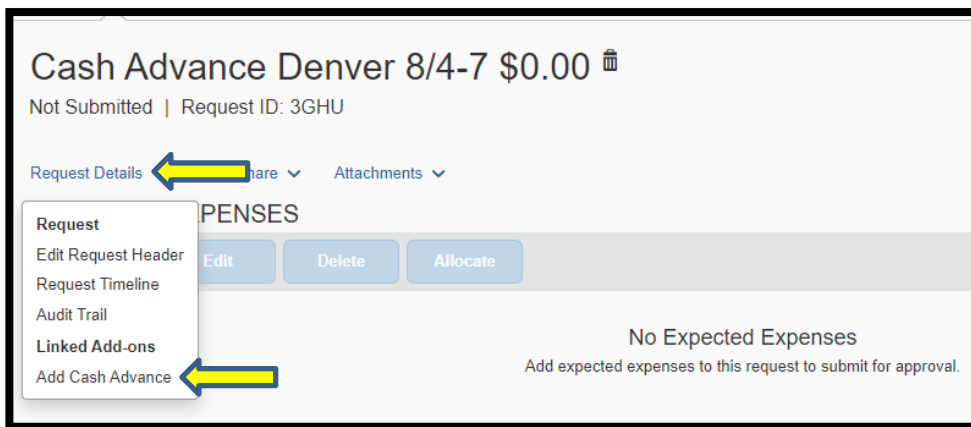
- a. Change the **New Request Name** to “Cash Advance [City/Date of your trip]”.
- b. Change the **Starting Date for New Request** to the *first date of your travel*.
- c. Uncheck the **Expenses** box.



3) Click on **Create New Request**. The box below will appear:



- a. Click on the **Request Details** heading and then click **Add Cash Advance**



4) A **Cash Advance** box will appear.

- a. Enter the dollar amount in the **Cash Advance Amount** box.
- b. Enter a *description of what the cash advance is for* (per diem, registration fees, and other expenses requiring advance payment) in the **Cash Advance Comment** box:



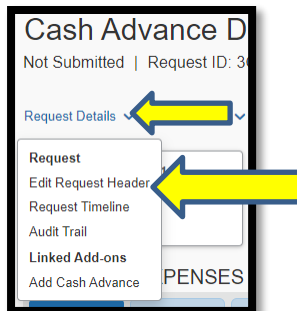
Cash Advance Denver 8/4-7

Cash Advance Amount * 500.00 Currency * US, Dollar

Cash Advance Comment
Advance for registration fee

5) Save the **Cash Advance**.

6) Click on **Request Details** *again* and **Edit Request Header**:

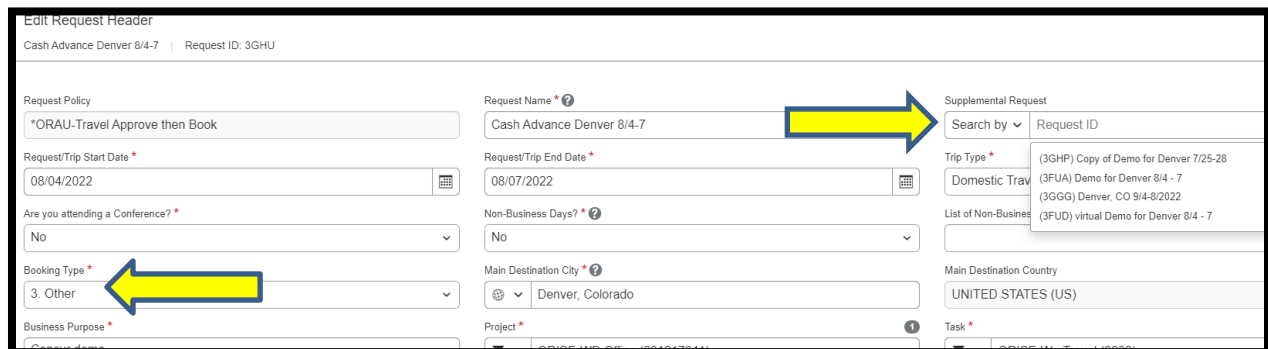


Cash Advance D
Not Submitted | Request ID: 3

Request Details

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

- a. Change the **Booking Type** to “Other.”
- b. Click on **Supplemental Request** and select the appropriate **Travel Request** the cash advance is to be attached.



Edit Request Header
Cash Advance Denver 8/4-7 | Request ID: 3GHU

Request Policy *ORAU-Travel Approve then Book

Request Name * Cash Advance Denver 8/4-7

Request/Trip Start Date * 08/04/2022

Request/Trip End Date * 08/07/2022

Are you attending a Conference? * No

Non-Business Days? * No

Booking Type * 3. Other

Main Destination City * Denver, Colorado

Supplemental Request

Search by Request ID

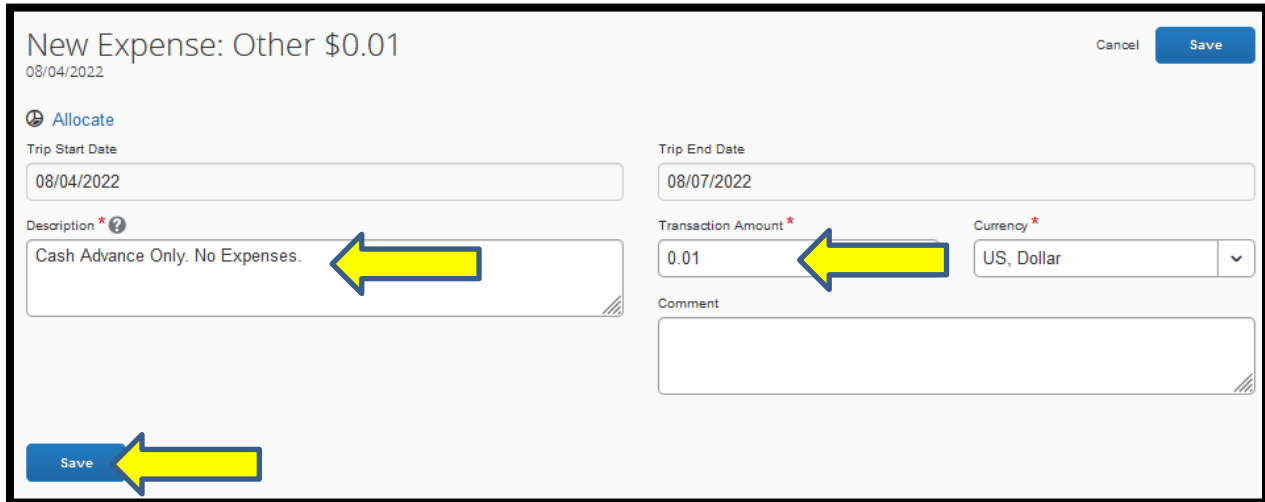
Trip Type * (3GHP) Copy of Demo for Denver 7/25-28
Domestic Travel (3FUA) Demo for Denver 8/4 - 7
(3GGG) Denver, CO 9/4-8/2022

List of Non-Business (3FUD) virtual Demo for Denver 8/4 - 7

Main Destination Country UNITED STATES (US)

c. Then click **Save**.

7) Under **Expected Expenses**, click **Add**, then click on **“Other.”**



The screenshot shows a web form titled "New Expense: Other \$0.01" with a date of 08/04/2022. It features an "Allocate" button and a "Save" button in the top right. The form contains several input fields: "Trip Start Date" (08/04/2022), "Trip End Date" (08/07/2022), "Description" (Cash Advance Only. No Expenses.), "Transaction Amount" (0.01), and "Currency" (US, Dollar). A "Comment" field is also present. A "Save" button is located at the bottom left. Three yellow arrows with blue outlines point to the "Description" field, the "Transaction Amount" field, and the "Save" button.

- a. For the **Transaction Amount**, type **“\$.01”***
- b. For the **Description**, type **“Cash Advance only. No expenses.”**

Note: Cash Advances after approval are added as a “Supplemental Request”, requiring a “Transaction Amount”. Although the correct amount is zero (no expenses), entering the minimum \$.01 is required in this field to complete the request.

- c. Then click **Save**.

8) Click **Submit Request**.

Important Note: Even if you receive a cash advance for a significant portion of your expenses, you are required to submit an Expense Report within ten (10) days after completion of your travel to finalize trip costs, or a stipend deduction could result.