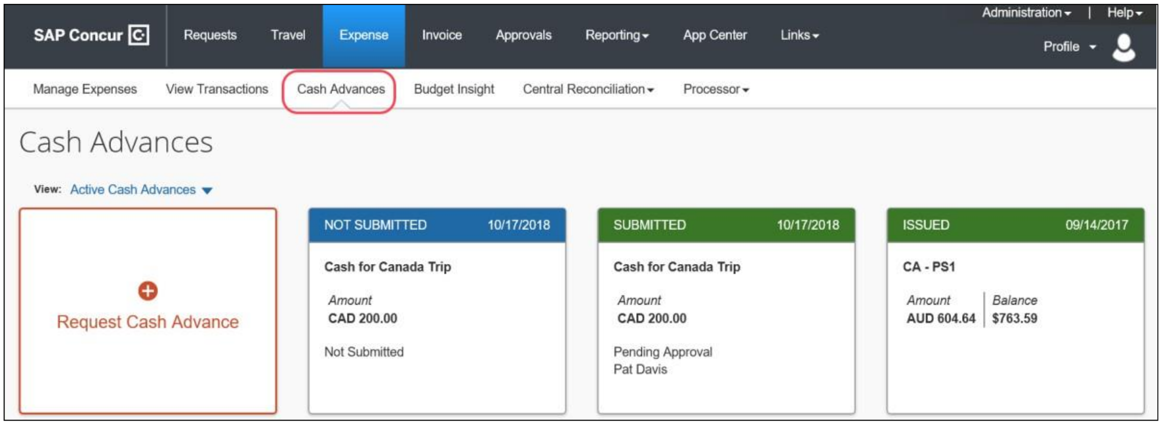
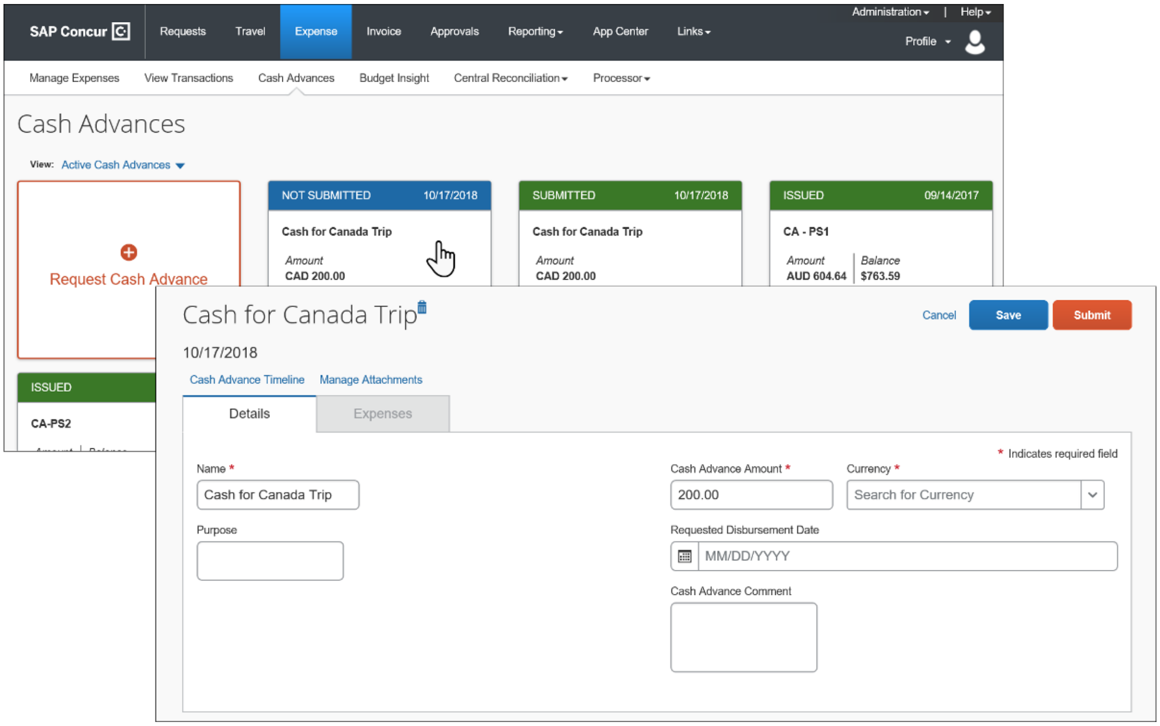
EXPENSE REPORT: CASH ADVANCE

Cal Poly
Strategic Business Services
ADMINISTRATION & FINANCE

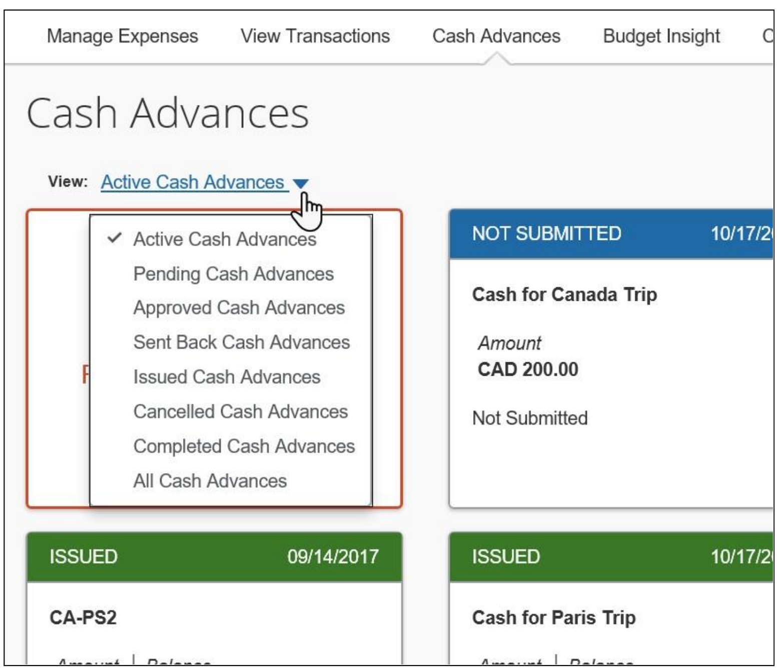
In the NextGen UI for Concur Expense, click **Expense > Cash Advances**. The **Cash Advances** page appears.



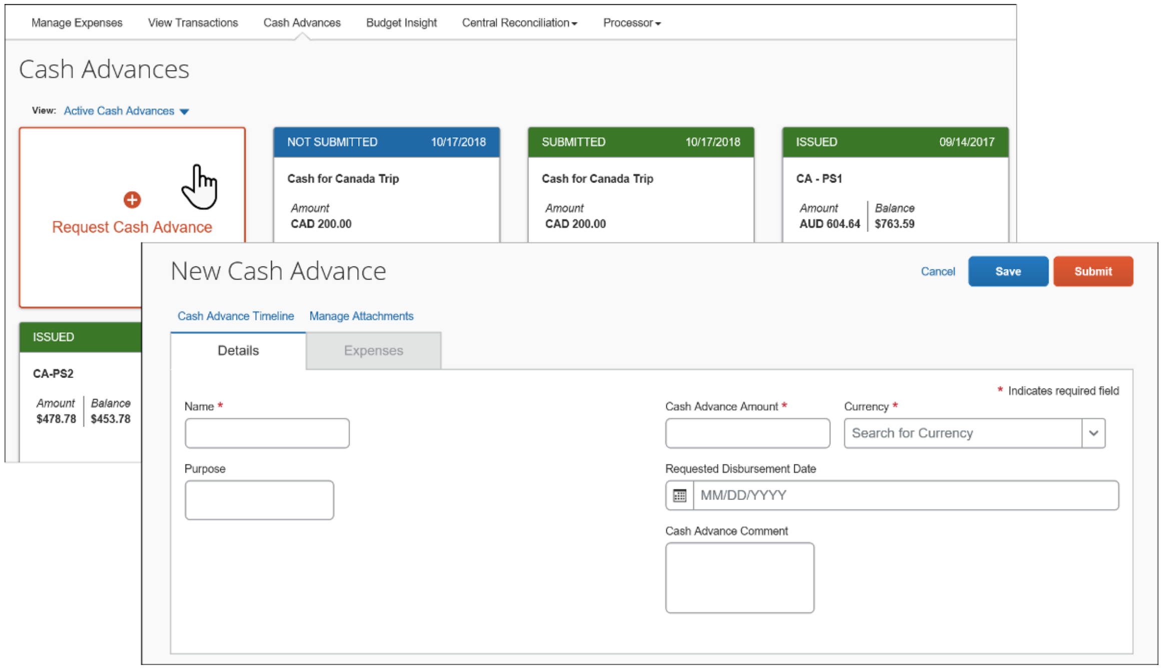
To view a cash advance, click the desired cash advance.



Use the **View** list to view active cash advances, issued cash advances, etc.



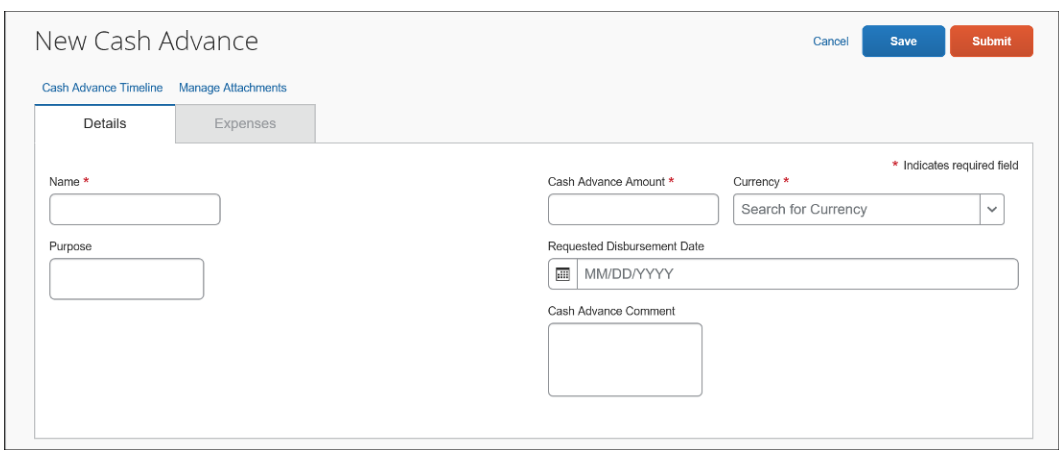
To create a new cash advance, on the **Cash Advance List** page, click **Request Cash Advance**.



Request a Cash Advance – Typical Process

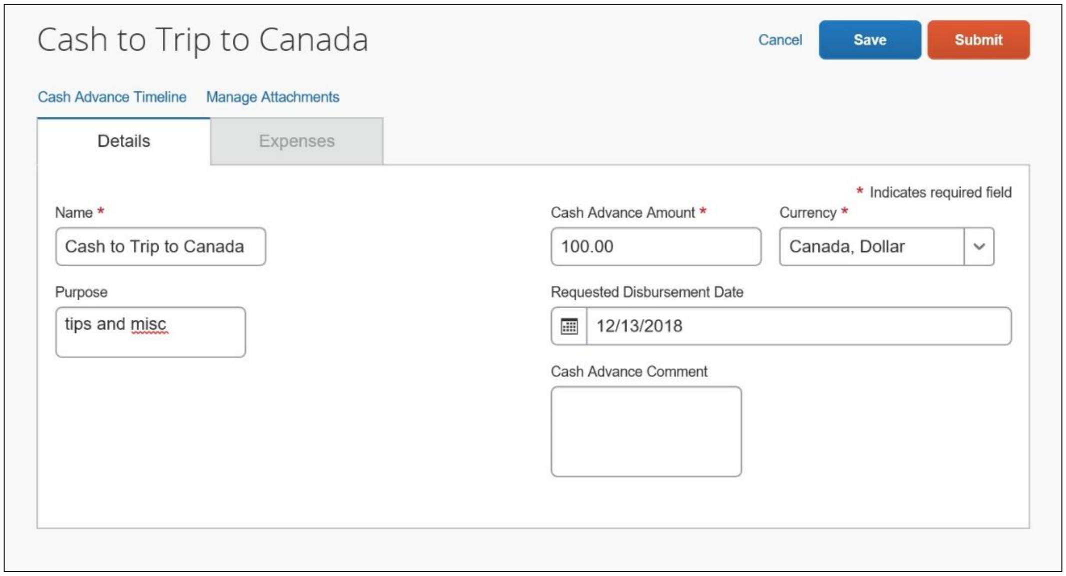
To request a cash advance:

1. On the **Cash Advances** page, click **Request Cash Advance**. The **New Cash Advance** page appears.

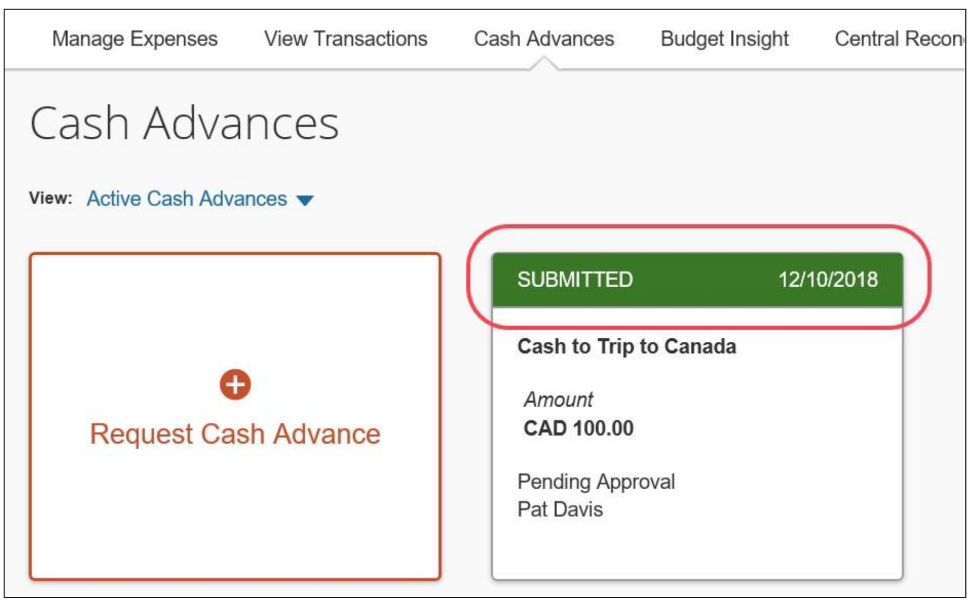


NOTE: The fields that appear on this page are configurable by your company, so your **New Cash Advance** page may be different from the one shown here.

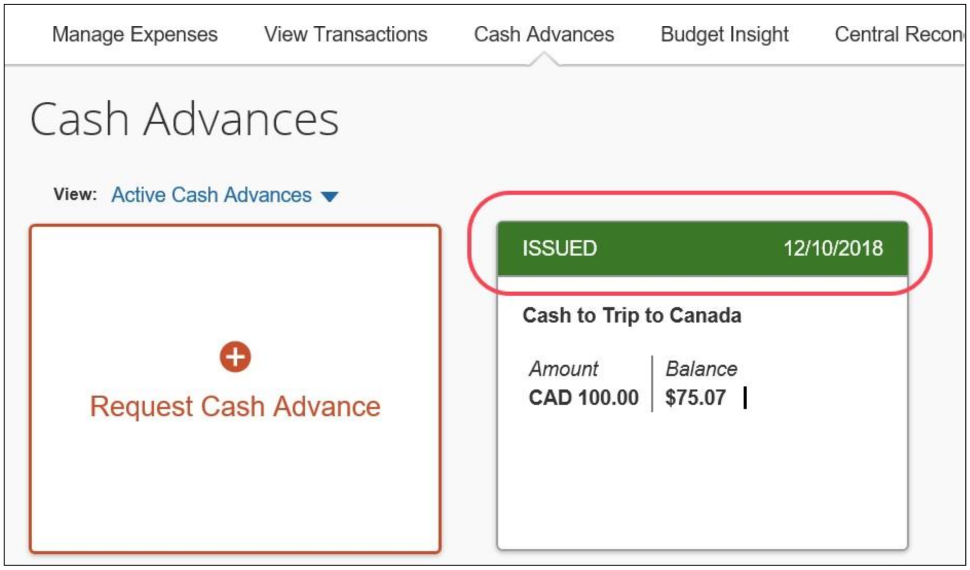
2. Complete the fields on the page as directed by your company. Use the **Manage Attachments** link to add attachments, if applicable.



3. Click **Submit**.



Once submitted, the request goes through an approval process and then on to the Cash Advance administrator for issuing. The company then distributes the cash according to its internal process.



Account for a Cash Advance

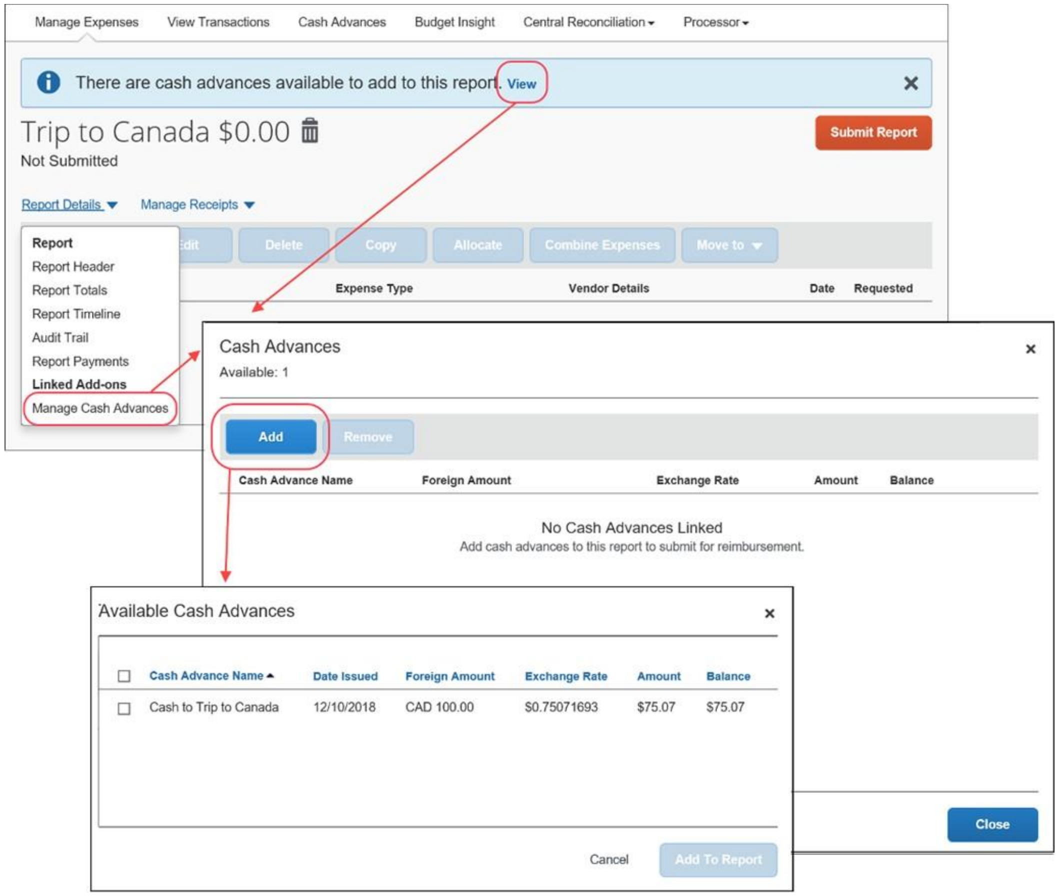
To account for a cash advance on an expense report:

1. On the expense report, click either:
    - The **View** link in the top banner.

– or –

- **Report Details > Manage Cash Advances**

Either way, the **Cash Advances** page appears.



2. In the **Cash Advances** page, either:

   - Use a cash advance that appears on the page

     – or –

   - Click **Add**. The **Available Cash Advances** page appears.
     - Select the desired cash advance.
     - Click **Add to Report**.