


# EXPENSE REPORT: CASH ADVANCE

SAP Concur  Requests Travel **Expense** Approvals Reporting ▾ App Center



**CAL POLY**  
Strategic Business Services  
ADMINISTRATION & FINANCE

To view a Cash Advance, click the desired cash advance under Expense/Cash Advance

The screenshot shows the SAP Concur interface with the 'Expense' tab selected. The 'Cash Advances' section is active, displaying a list of cash advances. A modal form is open for the 'Cash for Canada Trip' entry, dated 10/17/2018. The form has two tabs: 'Details' (selected) and 'Expenses'. The 'Details' tab contains the following fields:

- Name: Cash for Canada Trip
- Purpose: (empty)
- Cash Advance Amount: 200.00
- Currency: Search for Currency
- Requested Disbursement Date: MM/DD/YYYY
- Cash Advance Comment: (empty)

Buttons for 'Cancel', 'Save', and 'Submit' are visible at the top right of the modal.

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

The screenshot shows the SAP Concur interface with the 'Cash Advances' section. The 'View' dropdown menu is open, showing the following options:

- Active Cash Advances (selected)
- Pending Cash Advances
- Approved Cash Advances
- Sent Back Cash Advances
- Issued Cash Advances
- Cancelled Cash Advances
- Completed Cash Advances
- All Cash Advances

The background shows a list of cash advances, including 'Cash for Canada Trip' (NOT SUBMITTED, 10/17/2018) and 'Cash for Paris Trip' (ISSUED, 10/17/2018).

## Account for a Cash Advance on Expense Report

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.

The screenshot shows the 'Manage Expenses' interface. At the top, there is a navigation bar with 'Manage Expenses', 'View Transactions', 'Cash Advances', 'Budget Insight', 'Central Reconciliation', and 'Processor'. Below this is a banner with an information icon and the text 'There are cash advances available to add to this report.' with a 'View' link circled in red. The main content area shows 'Trip to Canada \$0.00' and 'Not Submitted' with a 'Submit Report' button. A 'Report Details' dropdown menu is open, showing options like 'Report Header', 'Report Totals', 'Report Timeline', 'Audit Trail', 'Report Payments', 'Linked Add-ons', and 'Manage Cash Advances', with 'Manage Cash Advances' circled in red. Below the menu is a 'Cash Advances' section with an 'Add' button circled in red. The 'Cash Advances' section shows 'Available: 1' and a table with columns 'Cash Advance Name', 'Foreign Amount', 'Exchange Rate', 'Amount', and 'Balance'. Below the table, it says 'No Cash Advances Linked' and 'Add cash advances to this report to submit for reimbursement.' At the bottom, there is an 'Available Cash Advances' dialog with a table containing one row: 'Cash to Trip to Canada', '12/10/2018', 'CAD 100.00', '\$0.75071693', '\$75.07', '\$75.07'. The dialog has 'Cancel', 'Add To Report', and 'Close' buttons.

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**.
3. Add all expenses to the Expense Report including meals, ground transportation, etc.
  4. Expenses paid with Cash Advance use “**Out of Pocket**” Payment Type. Concur will deduct Out of Pocket expenses from the Cash Advance amount
  5. Add Comment that shows how the cash advance was used (Example: 20 student meals @ \$10 per person) and attach the **CASH ADVANCE DISBURSEMENT FORM** showing the students received the amount.

*New Expense* Cancel **Save Expense**

Details **Itemizations** Hide Receipt

**Allocate** \* Required field

Expense Type \*  
Team/Group Meals

Transaction Date \*  
03/01/2022

City of Purchase  
San Diego, California

Payment Type \*  
Out of Pocket

Enter Vendor Name  
[Empty field]

Amount \*  
200.00

Currency \*  
US, Dollar

Comments To/From Approvers/Processors  
20 student meals \$10 per person

Attach Receipt Image

6. If the Cash Advance has been fully used and there is no money owed back to the University, click SUBMIT for expense report to be approved and processed.
7. If the Cash Advance has been fully used and there are additional expenses, add any additional expenses under “**Out of Pocket**” and add a comment and receipt or Disbursement Form.
8. If the Cash Advance was NOT fully used and any amount of the Cash Advance need to be paid back to the University, use Expense Type CASH ADVANCE RETURN and add the full amount to be paid back to the University.

Report Details ▾ Print/Share ▾ Manage Receipts ▾

<b>REQUEST</b>		<b>CASH ADVANCE: 1</b>	
Approved \$2,700.00	Remaining \$0.00	Amount \$2,700.00	Remaining \$0.00

View: Standard ▾

Alerts ↑↓	Comments ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Amount ↑↓	Approved ↑↓
			Cash Advance Return	Cash Advance Return		01/07/2022	\$2,130.00	\$0.00
			Out of Pocket	Team/Group Meals		12/21/2021	\$570.00	\$570.00
							<b>\$2,700.00</b>	<b>\$570.00</b>

9. For Cash Advance returns, take check or cash to Cashiers Office for full amount of return. Cashiers Office will issue a receipt for the payment
10. Attach the receipt to your Cash Advance Return expense. This step must be completed before you can **SUBMIT** your Expense Report.