EXPENSE REPORT: CASH ADVANCE

CAL POLY
Strategic Business Services
ADMINISTRATION & FINANCE
To view a Cash Advance, click the desired cash advance under Expense/Cash Advance.

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

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.
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.

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.
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.