

# REQUEST: CASH ADVANCE

SAP Concur 

Requests

Travel

Expense

Approvals

Reporting ▾

App Center



# CAL POLY

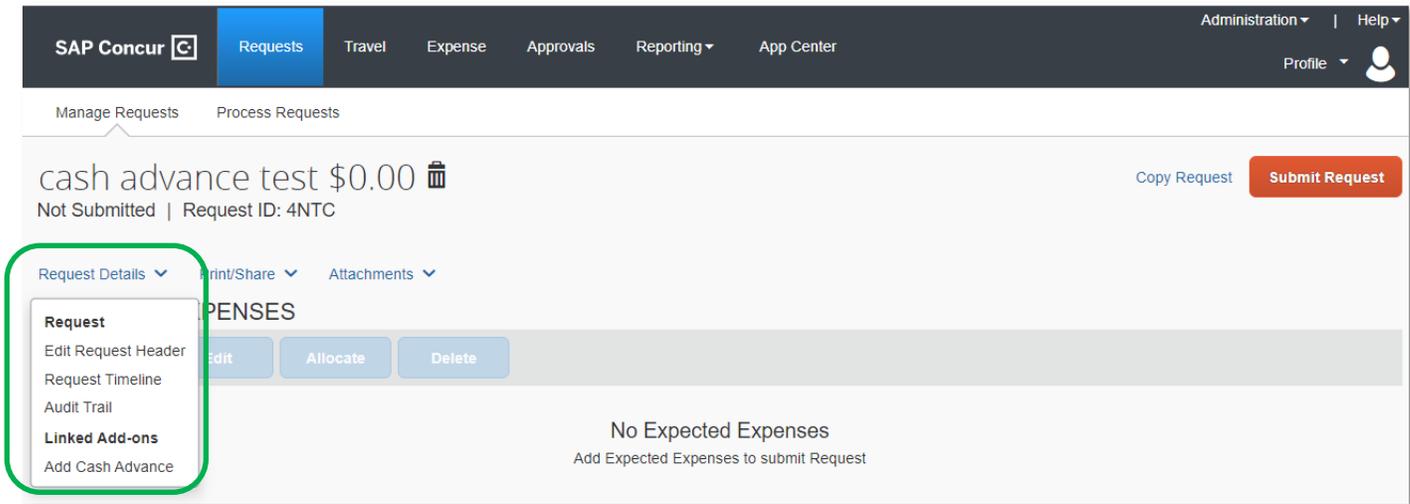
## Strategic Business Services

ADMINISTRATION & FINANCE

## Requesting a Cash Advance

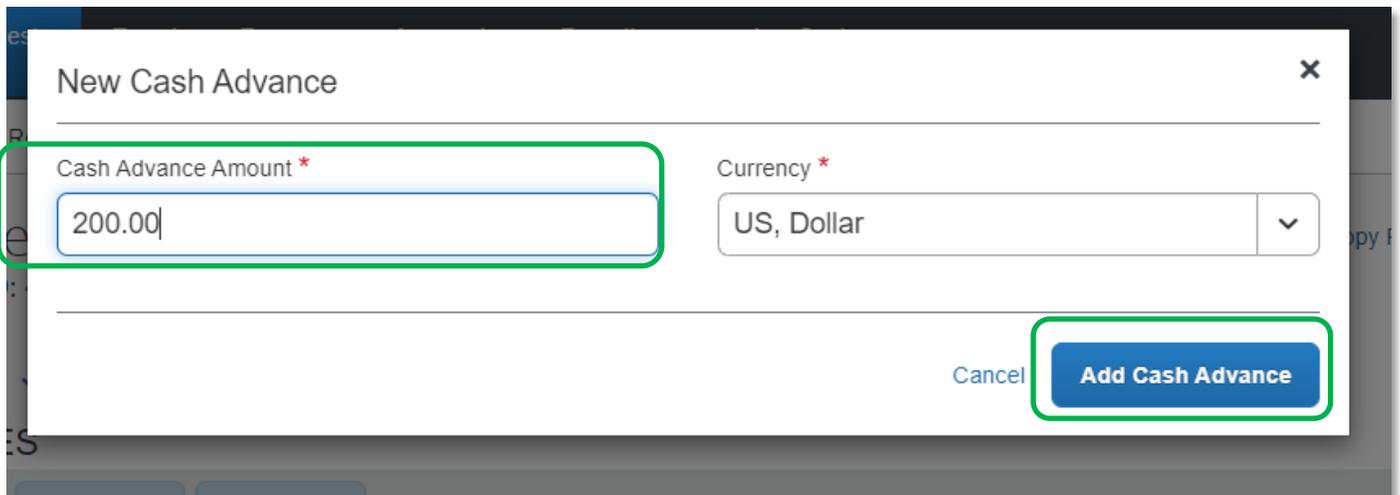
In order to request a Cash Advance in Concur, you must email [polytravel@calpoly.edu](mailto:polytravel@calpoly.edu) to add the Cash Advance option in your Concur. Poly Travel will email to let you know when you have access (please give 24-48 for access)

1. Once you have been granted access, got to Request/Create New Request and enter your Request Header information, then Create.  
That will take you to the Expected Expenses page. Click Request Details/Add Cash Advance



The screenshot shows the SAP Concur interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The user's profile is visible in the top right. The main content area shows a request for 'cash advance test \$0.00' with a 'Not Submitted' status and 'Request ID: 4NTC'. A dropdown menu is open under 'Request Details', showing options: 'Request', 'Edit Request Header', 'Request Timeline', 'Audit Trail', 'Linked Add-ons', and 'Add Cash Advance'. The 'Add Cash Advance' option is highlighted. Below the dropdown, there are buttons for 'Edit', 'Allocate', and 'Delete'. The main content area also displays 'No Expected Expenses' and a message: 'Add Expected Expenses to submit Request'.

2. A new window will pop up to add your Cash Advance Amount. Then click Add Cash Advance.



The screenshot shows a 'New Cash Advance' dialog box. The title bar says 'New Cash Advance' with a close button. The dialog contains two input fields: 'Cash Advance Amount \*' with the value '200.00' and 'Currency \*' with the value 'US, Dollar'. There are 'Cancel' and 'Add Cash Advance' buttons at the bottom right. The 'Add Cash Advance' button is highlighted.

3. The Cash Advance will show in a box on your Request. Continue to add your Expected Expenses to complete your estimated budget for your trip.

cash advance test \$0.00

Not Submitted | Request ID: 4NTC

Request Details ▾ Print/Share ▾ Attachments ▾

CASH ADVANCES: 1	
Amount	
\$200.00	
\$200.00	

**EXPECTED EXPENSES**

[Add ▾](#) [Edit](#) [Allocate](#) [Delete](#)

No E  
Add Expect

4. Add Comments to the estimated expenses where the Cash Advance will be used. In this example, the Cash Advance will be used for student meals. (Expense Type: Team/Group Meals). Then click Save.

New Expense: Team/Group Meals \$200.00 Cancel Save

09/01/2021

[Allocate](#)

Travel Start Date: 09/01/2021

Travel End Date: 09/04/2021

Amount \*: 200.00

Currency \*: US, Dollar ▾

Comments To/From Approvers/Processors: Requesting Cash Advance for 10 students. \$20/day for one day

Save Cancel

5. Once all Expected Expenses have been added, and any required documents attached. SUBMIT Request for approvals to travel.
6. When the Request is fully approved, Payment Services will process and send you the Cash Advance amount.
7. Expense: Cash Advance guide will assist with expensing your Cash Advance at the end of your trip.