

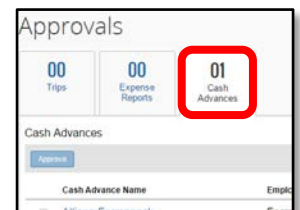
Step-by-Step Guide

Approving Cash Advances

You will receive a system-generated email when a cash advance request has been submitted for your approval.

Begin by accessing Concur via [your campus portal](#). Locate your **CU Resources** section and, under the **Business Applications** area, select the **Concur Travel & Expense System** link.

There are several ways to access your approval queue in Concur. One way is to use the buttons located in the upper right corner of your Concur home page and click **Required Approvals**. Then, from your Approvals Home page, go to the **Cash Advances** tab and select the request you would like to review for approval.



The cash advance request will appear.

Date	Entered By	Comment Text
2014-12-18 00:46:28....	Doe, John	Funds from NSF

If during your review you have questions and/or you want to deny the request, click **Send Back to Employee**. A page will appear where you can provide comments to the employee.

To approve this request, click **Approve**.

You will be sent to your approval queue to repeat the process for each cash advance pending your approval.

You have now completed the cash advance approval process.