

Step-by-Step Guide

Requesting Cash Advances for University Trips

What is a Cash Advance?

A cash advance is an amount of money approved by the organizational unit and the PSC, and given to an employee to cover incidental out-of-pocket expenses related to official university business travel.

For further information about cash advances – including dollar amounts, eligible anticipated expenses, required approvals, and timeframes for expense report submission – refer to the PSC Procedural Statement [Cash Advances](#).

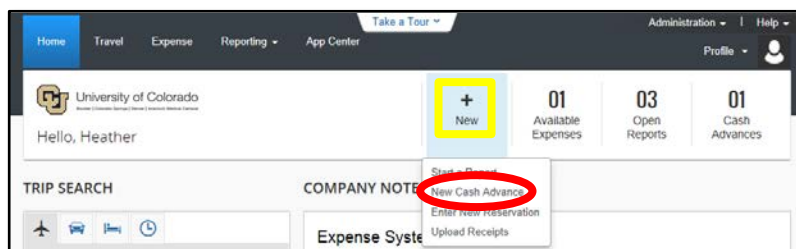
Before Beginning Your Request...

There are several things to consider before you begin your cash advance request:

- You must already be set up to request cash advances within the Concur Travel & Expense System. To be set up, submit a completed [Cash Advance Setup form](#) and complete the required training as noted on the form. The Procurement Service Center (PSC) will notify you when your form has been processed.
Note: You only need to be set up once, before requesting your first cash advance.
- You must request your own cash advances – this process cannot be done by a delegate.
- Your cash advance request will automatically be sent to your designated cash advance approver for approval. If your designated cash advance approver is not available to approve your request, email procurement.card@cu.edu for assistance prior to initiating the advance request.

How to Request Cash Advances

1. Begin by accessing Concur via [your campus portal](#). After logging in to your campus portal, on the **CU Resources** tab, click **Business Applications** and then select **Concur Travel & Expense System**.
2. There are several ways to request a cash advance within Concur. One way is to use the buttons located in the upper right corner of your Concur home page. Hover your mouse over the **New** button and select **New Cash Advance**.



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The NEW CASH ADVANCE window appears:

3. Enter a name for your cash advance request. We recommend that you use the same name that you plan to use for your expense report when it comes time to reconcile this advance.

The screenshot shows a web form titled 'New Cash Advance'. It has a 'Details' tab. The form contains several input fields: 'Name' with the value 'China Research', 'Cash Advance Amount' with '1,000.00' and a dropdown for 'USD', 'Purpose' with 'Research trip to China', 'Cash Advance Comment' (empty), 'Travel Start Date' with '07/01/2015', 'Travel End Date' with '01/31/2016', 'Requested Issue Date' with '06/24/2015', and 'City' with 'Beihai, CHINA'. There are calendar icons next to the date fields.

4. Enter the amount of your request. Refer to the PSC Procedural Statement [Cash Advances](#) for guidance on limits.
5. Provide the purpose, travel dates, requested issue date, and city in the appropriate fields.
6. To attach documentation to your request (such as a supporting budget when requesting remote stay funds): Click **Save** and then click the **Documents** tab that appears along the top of your request. Attach your documentation file by clicking **Browse and Attach**.

You can also click **Save** to save the information you've entered for future submission.

7. Click **Submit** to send your request to your designated cash advance approver.

A **Recall** button appears once your request is submitted. Click it to return your request back to you for edits or deletion.

Your designated cash advance approver will receive an email notification that a cash advance request is pending approval. Once approved by your designated cash advance approver, the PSC also must approve your request.

After your request is approved by the PSC, your cash advance is direct deposited into the same bank account you designated for reimbursements. If you did not designate a separate account for reimbursements, then the advance will be direct deposited into the bank account you designated for your paycheck.

You must reconcile the entire cash advance – including the return of any unused portion – along with other trip expenses after the trip by way of an expense report. Refer to the Step-by-Step Guide [Reconciling Cash Advances](#) for further information.