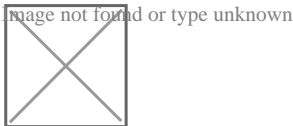


## **Concur Expense: Reconciling a Cash Advance** <sup>[1]</sup>

When you return from your University trip, create and submit an expense report within the Concur Travel & Expense System. Your expense report should include all relevant Travel Card and out-of-pocket expenses. The completed expense report may result in a reimbursement to you, or in you owing money to the University.

### **Read the procedures**

1.) Begin your expense report by creating the report header. If you have an outstanding cash advance, you will be prompted to assign a cash advance to your expense report.

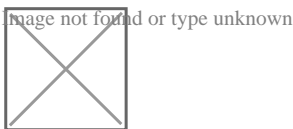


2.) Click View

3.) On the Cash Advance window, click **Add**

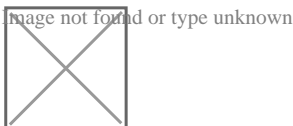
4.) Check the box next to the appropriate advance and click **Add to Report**

5.) Click **Close**



6.) Enter each trip expense into the report as you normally would.

7.) A running total of the amount remaining on the assigned cash advance appears in a box towards the top of your expense report.



8.) The entire advance amount must be reconciled on this expense report (i.e., the Outstanding Advance balance must equal \$0).

If there is a remaining advance amount, enter a Return of Cash Advance expense. To do this:

a.) Select the Return of Cash Advance Expense Type.

b.) Enter the date you are processing this expense report – or, if you have already returned the advance to the University, the date of return – as the Expense Date.

c.) Enter the Outstanding Advance balance as the amount.

d.) The Outstanding Advance balance should now be \$0.

9.) Next, review the Report Totals summary to determine the amount of money you owe to the University. To access the Report Totals summary, use the **Report Details** menu to select **Report Totals**.

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Arrange payment with your campus Bursar's Office for deposit into the appropriate SpeedType using the Cash Receipt form. The Account ChartField to use is 013109.  
**The validated Cash Receipt form must be attached to your expense report before submission.**

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**Source URL:** <https://www.cu.edu/psc/concur-expense-reconciling-cash-advance>

#### **Links**

[1] <https://www.cu.edu/psc/concur-expense-reconciling-cash-advance>