

## **Concur How-to: Approving Cash Advances** <sup>[1]</sup>

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

### **Procedure**

1. ?On the Concur home page, select **Required Approvals**. The **Approvals** page appears.
2. Select **Cash Advances** and then select the request to review.
3. Every cash advance request should have a detailed budget attached to it. Be sure to review this budget. If the budget is missing, you'll need to request that it be added (see step 4).
4. If you have questions and/or you want to deny the request, use the comment field for explanation and click **Send Back to Employee**.
5. If you're ready to approve the request, click **Approve**.
6. You will return to your approval queue to repeat the review process for any additional cash advances pending your approval.

---

**Source URL:**<https://www.cu.edu/psc/training/booking-travel/approving-cash-advances>

#### **Links**

[1] <https://www.cu.edu/psc/training/booking-travel/approving-cash-advances>