**Cash Advances Guide**

First, you must be enabled for Cash Advances in the system. To do so, you need to fill out the “Request Form for Concur Cash Advance Access.” Contact Khanh Chau x5497 for this form.

**Section 1: To Request an Advance in Concur**:

* Log into Concur at [www.concursolutions.com](http://www.concursolutions.com)
* Go to Expense 🡪 New Cash Advance
* Enter Requester name: Name of employee requesting the cash advance
* Enter Comments: Put the event **date**, event **name**, event **location**.
* Submit the request

Your approver can now approve the cash advance.

**Section 2: To clear out the cash advance** upon return:

If you have underspent the CA – i.e. only spent $80 of your $100 cash advance:

* Log into Concur at [www.concursolutions.com](http://www.concursolutions.com)
* Go to Expense 🡪Create a new expense report
	+ Name it, example “Clearing March 2012 Cash Advance”
* Click Details 🡪Cash Advances 🡪Available
	+ Check the box next to the name of the CA you are clearing
	+ Click “Add Cash Advance to Report”
* Add in **ONLY** the expenses related to the Cash Advance
* To make up the $20 difference, add a new expense defined as “Cash Advance Return” for the remainder
* To view a summary, click Print 🡪SCU Detail; it will pop up a new window with the summary for you to double check accuracy
* Submit the report
* You will need to also fill out and submit **Concur Cash Deposit Form** OR **Concur Check Deposit Form** for the difference you owe (found at <http://scu.edu/finance/Concur/Concur.cfm>)
	+ Submit the form along with the cash or check to the University Cashier

See page 2 if you have overspent your Cash Advance.

If you have overspent the CA – i.e. spent $120, $20 over your cash advance of $100:

* Log into Concur at [www.concursolutions.com](http://www.concursolutions.com)
* Go to Expense 🡪Create a new expense report
	+ Name it “Clearing Cash Advance”
* Click Details 🡪Cash Advances 🡪Available
	+ Check the box next to the name of the CA you are clearing
	+ Click “Add Cash Advance to Report”
* Add in **ONLY** the expenses related to the Cash Advance
* To view a summary, click Print 🡪SCU Detail; it will pop up a new window with the summary for you to check accuracy
* Submit the report
* The University will reimburse you the difference

If you have any questions, please email Concurhelp@scu.edu.