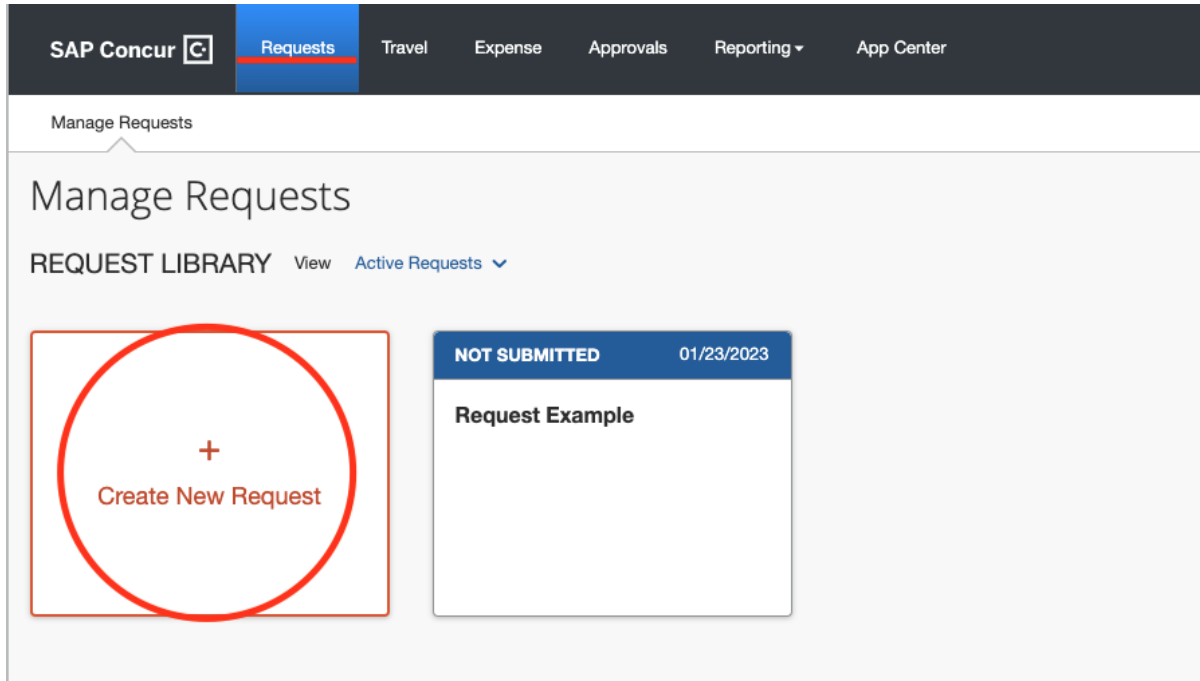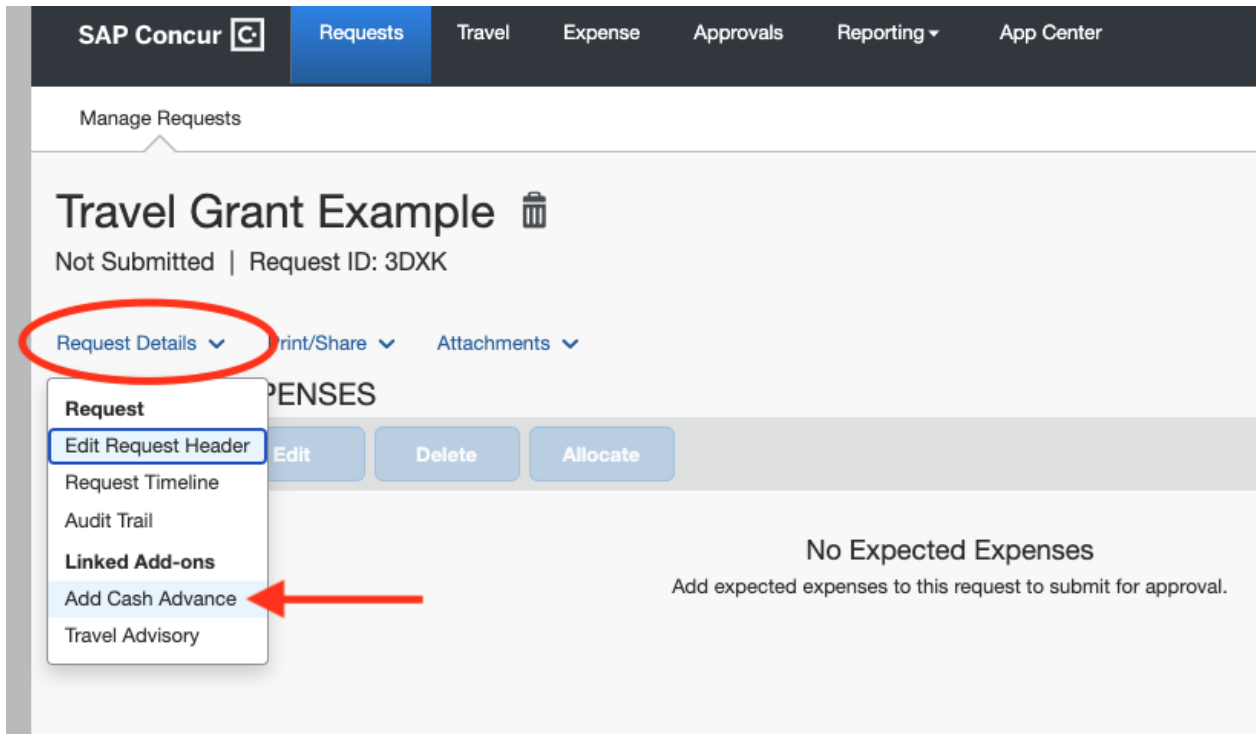# How to Create a Cash Advance Request

1) When creating a new request report, simply click on "Create New Report". Fill out of the required information needed on the next page regarding the report details. Then press "Save."

2) Next, click on "Report Details" and on the dropdown menu click on "Add Cash Advance"

3) Add in the information for the purchase that was made. For example, I am inputting the expense for the flight ticket bought for a conference trip and gave a brief explanation of the purchase. To add receipts or any evidence of purchase, click on "Manage Attachments" and upload any necessary documentation.

Please be aware that Cash advances submitted more than 30 days before a trip, must have receipts attached

Once the information is filled out, press "Save."

4) Once saved, the cash advance request will appear on the main page of the request report.

- If you are requesting a Cash Advance for one expense, you can go ahead and submit the request at this point.
- If you are requesting a Cash Advance for two or more expenses, continue to follow steps 5-8 down below.

5) To add another Cash Advance expense, repeat steps 2 & 3. For this example, I am adding a hotel expense to my report.

Make sure to press "Save" to save the expense in the report.

6) Once another Cash Advance request is made, it will appear with the previous request. Concur will provide an overall total of the requests, as well as provide each individual expense amount.

If you need to make an edit to one of the expense lines, simply click on the "Cash Advances" box

7) The breakdown of the different expense lines will pop up and you can go ahead and select the expense you need to edit and click "Select". This will reopen the expense and you can change the amount, description, and manage the attachments. When you are finished, press "Save" and the updated information will appear in your report.
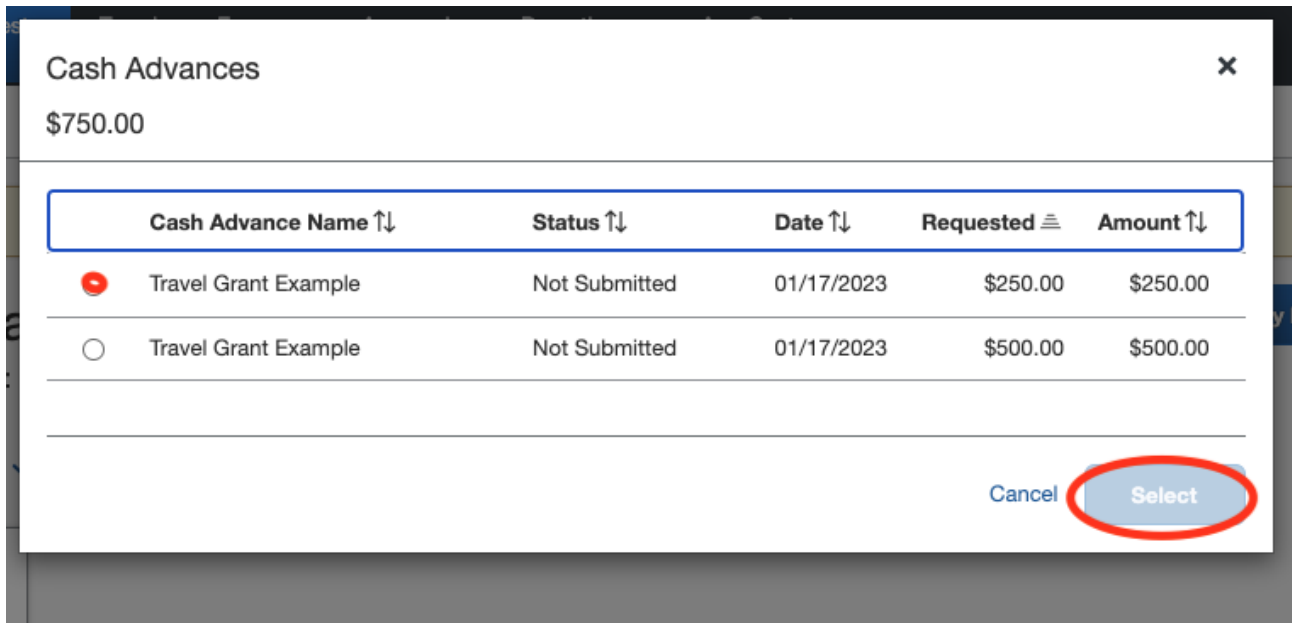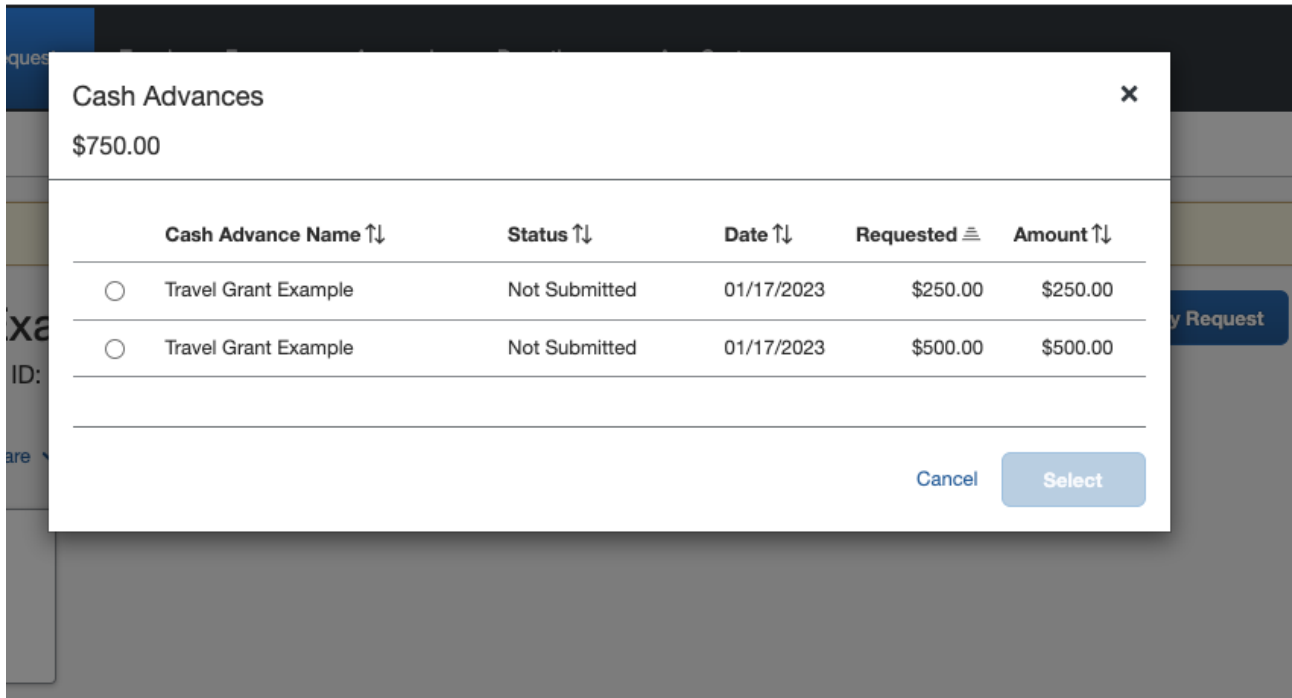
8) Once you have completed adding in your expense, go ahead and submit the request report.