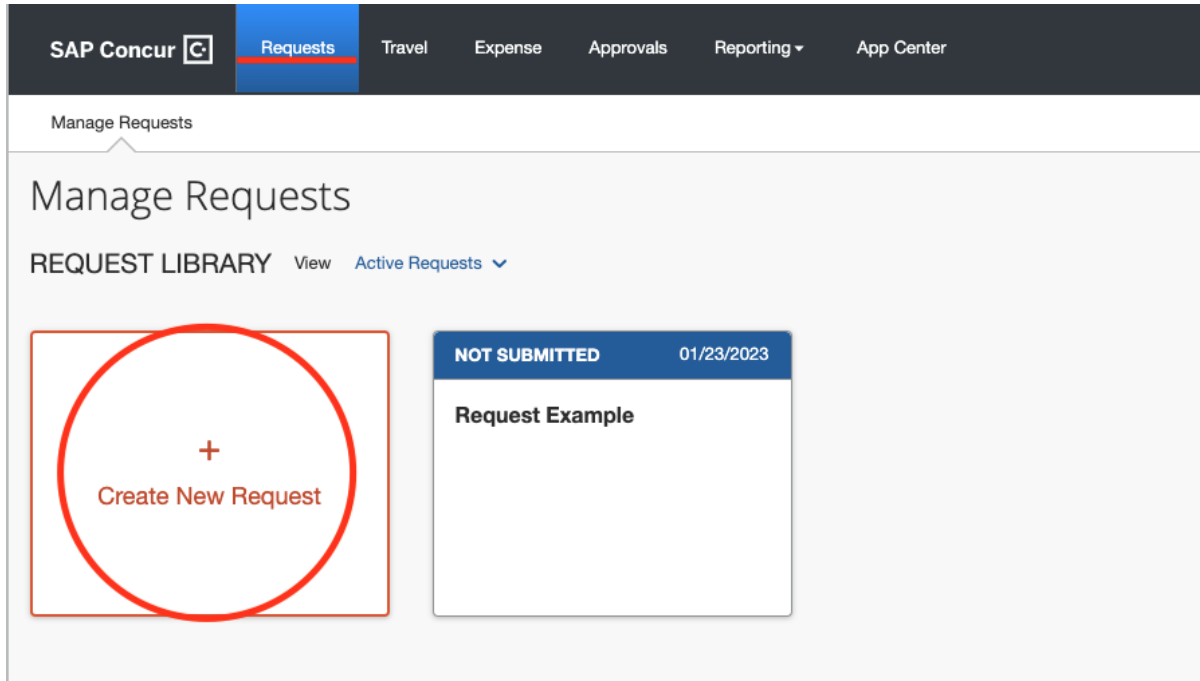
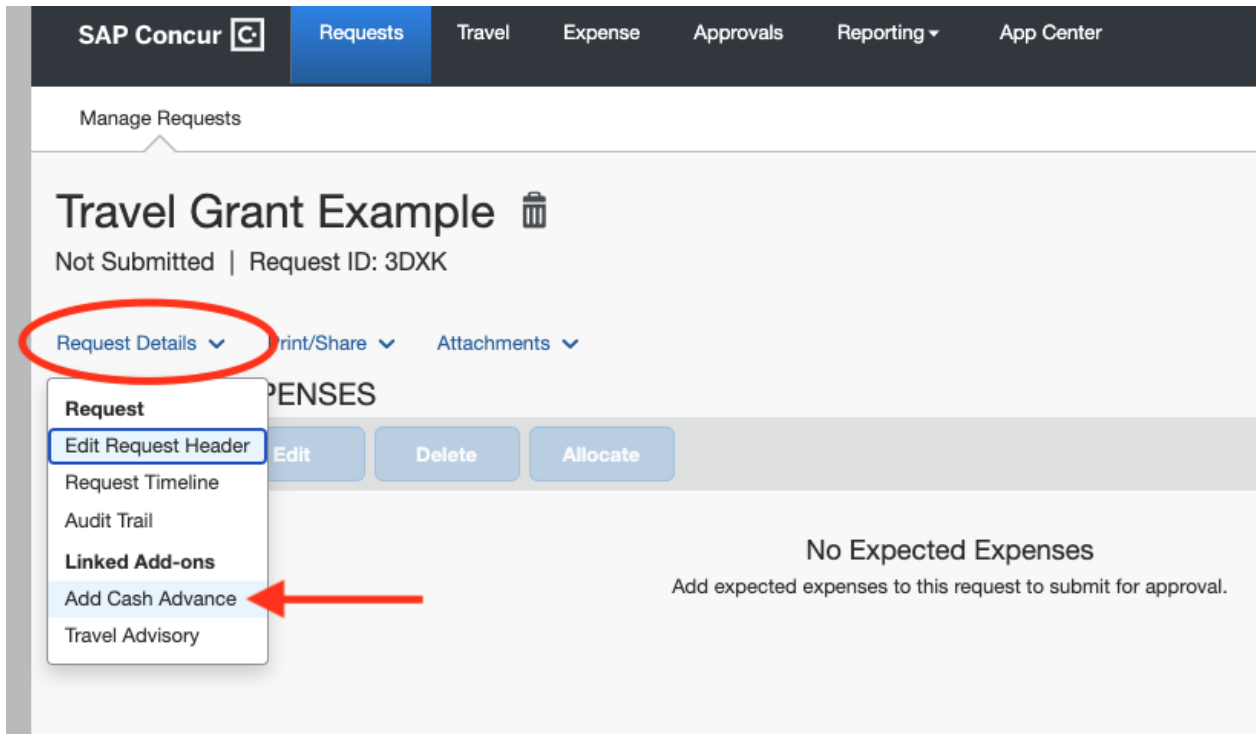


How to Create a Cash Advance Request

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.”

The screenshot shows the SAP Concur interface for a 'Travel Grant Example'. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', 'App Center', 'Profile', and 'Help'. The main header shows 'Travel Grant Example' with a trash icon and buttons for 'Cancel', 'Save', and 'Submit'. The 'Save' button is circled in red. Below the header, there are tabs for 'Details' and 'Expenses'. The form contains several fields: 'Cash Advance Amount' (500.00), 'Currency' (US, Dollar), 'Travel Start Date' (04/03/2023), and 'Travel End Date' (04/07/2023). A 'Cash Advance Justification' text area contains the example text: 'Example: Purchase flight to conference in April to learn of new advancements that would aid in my research.' A red asterisk indicates that the amount, currency, and start date fields are required.

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

The screenshot shows the 'REQUEST' page in SAP Concur. At the top, there is a warning message: 'Please be aware that Cash advances submitted more than 30 days before a trip, must have receipts attached. View'. Below this, the main header shows 'Travel Grant Example' with a trash icon and the status 'Not Submitted | Request ID: 3DXK'. There are three menu items: 'Request Details', 'Print/Share', and 'Attachments'. A summary box, circled in red, displays 'CASH ADVANCES: 1' with a sub-section 'Amount' showing '\$500.00'. Below this, the text 'EXPECTED EXPENSES' is visible.

- 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.

Travel Grant Example Cancel **Save**

[Cash Advance Timeline](#) [Manage Attachments](#)

Details **Expenses**

* Required

Cash Advance Amount * Currency * Travel Start Date

Travel End Date

Cash Advance Justification

Example: Purchase Hotel room for the conference [Conference Name] where I will be attending workshops.

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

Alerts: 1

Travel Grant Example

Not Submitted | Request ID: 3DXK

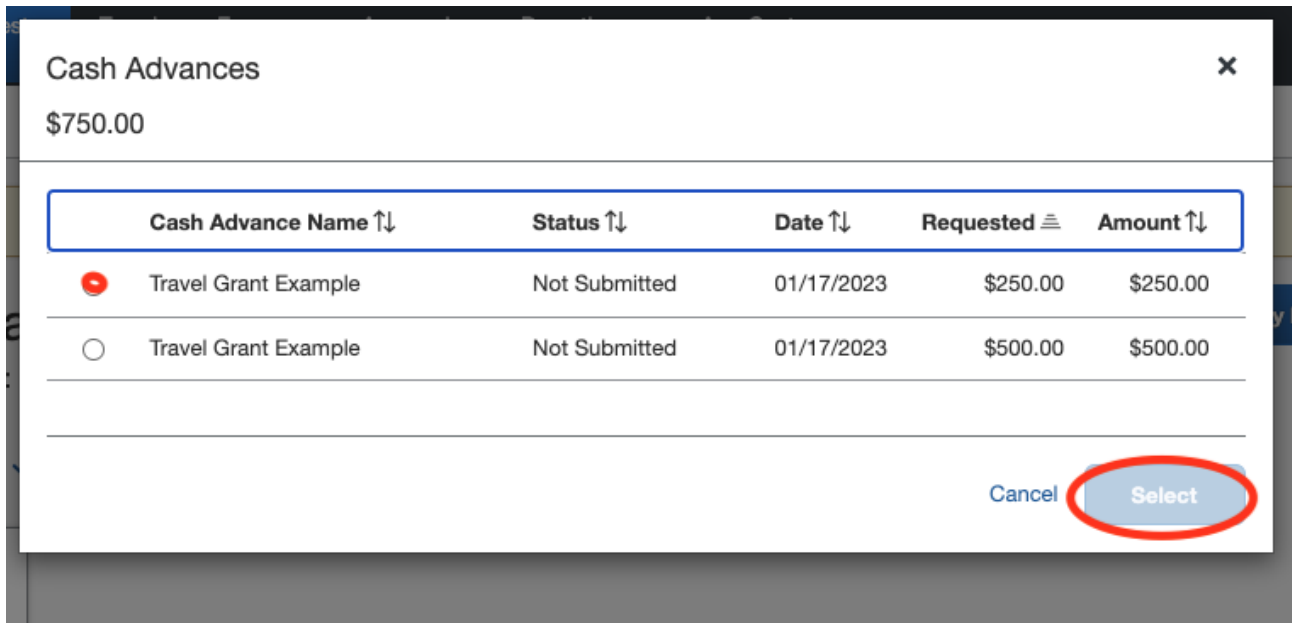
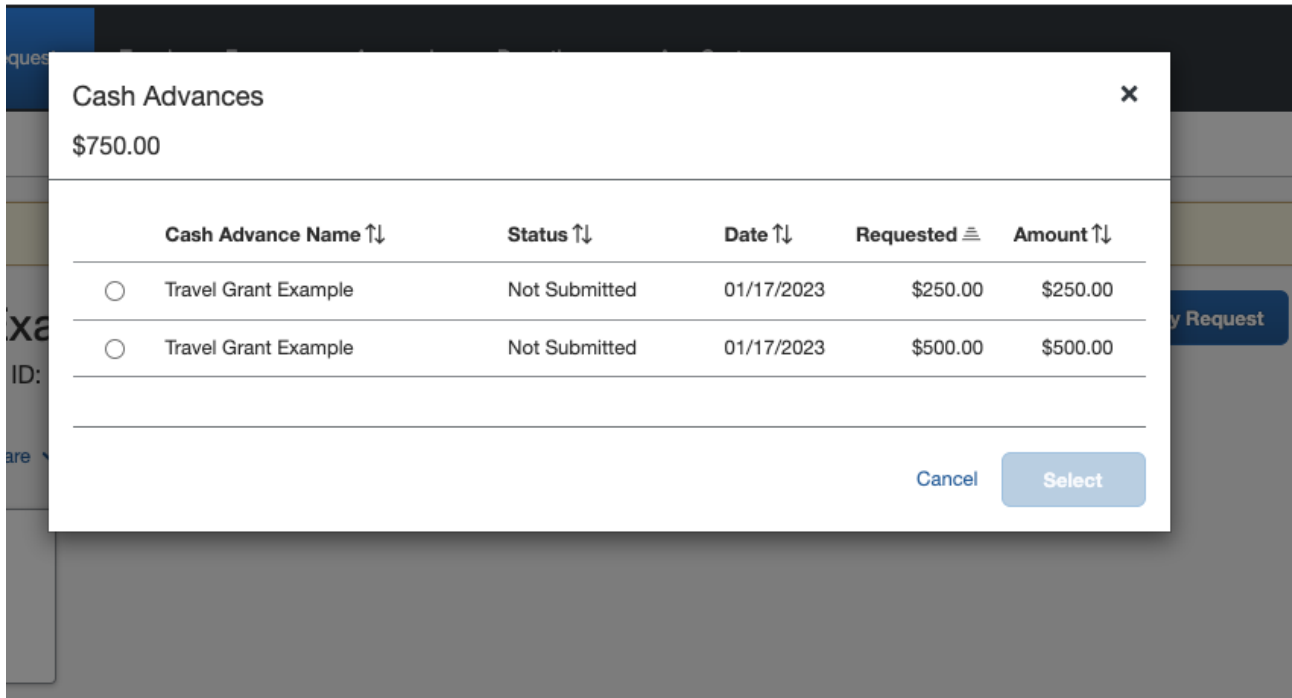
[Request Details](#) [Print/Share](#) [Attachments](#)

CASH ADVANCES: 2

Amount
\$750.00
\$500.00, \$250.00

EXPECTED EXPENSES

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.