CASH ADVANCES – REQUESTING A CASH ADVANCE

There are two types of Cash Advances in Concur:

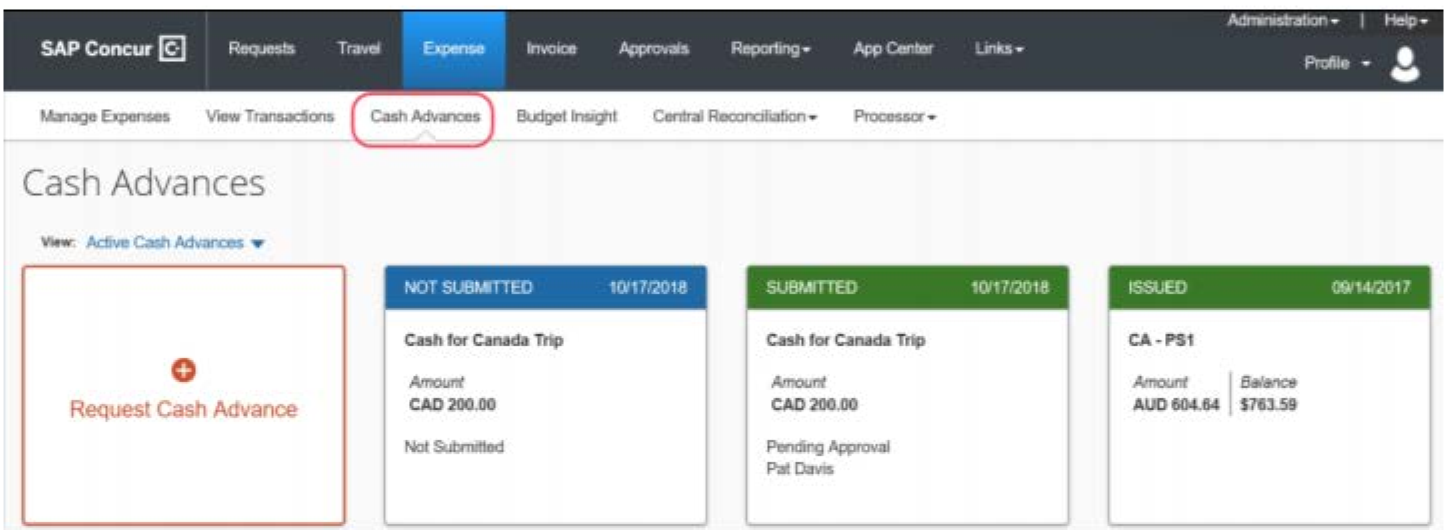
1. Cash Advance Issued by Accounts Payable ~ Out of Pocket
   - Cash Advance is requested by Employee in iBuy Expense Reporting (Concur)
   - Approved by the Employee's Department and Procurement
   - Cash Advance Name is created by the Employee
   - Once approved, the Cash Advance is direct deposited to the employee's account on file with GW Payroll. If they have no GW account, the funds are disbursed by check.

2. Cash Advance Issued using the P-Card
   - If the P-Card holder does not have cash withdrawal permission on their P-Card, they must request a P-Card Cash Advance from their Financial Director
   - The iBuy Expense Reporting (Concur) system is not used for P-Card Cash Advances, though P-Card cash withdrawals must be reported as expenses
   - Cash Advance Name is system generated

     Example: "Thu Jan 14 00:00:00 PST 2016"
   - Cash Advance is taken from an ATM using the P-Card

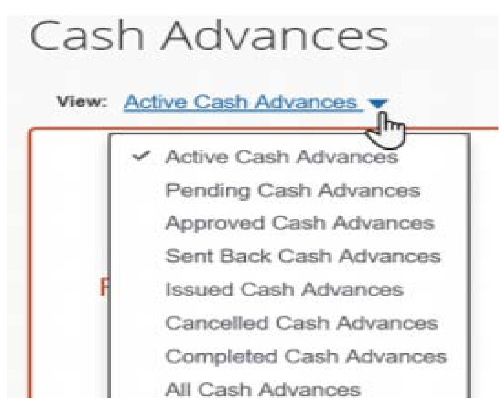
Cash Advance Request ~ Out-of-Pocket

In iBuy Expense Reporting, click **Expense** > **Cash Advances**. The **Cash Advances** page appears.

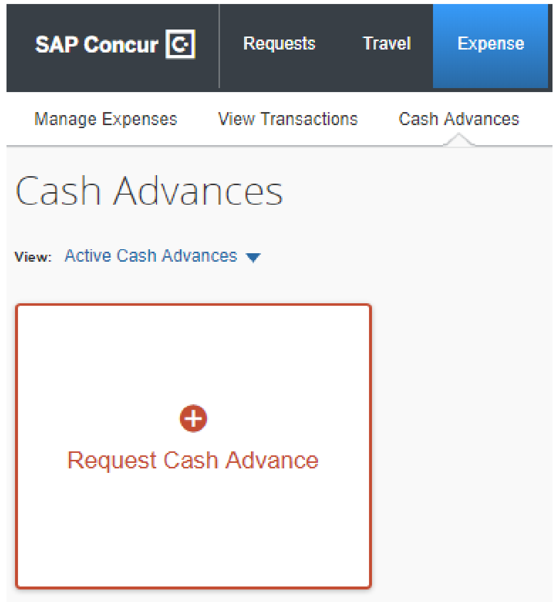


Click to open the desired cash advance.

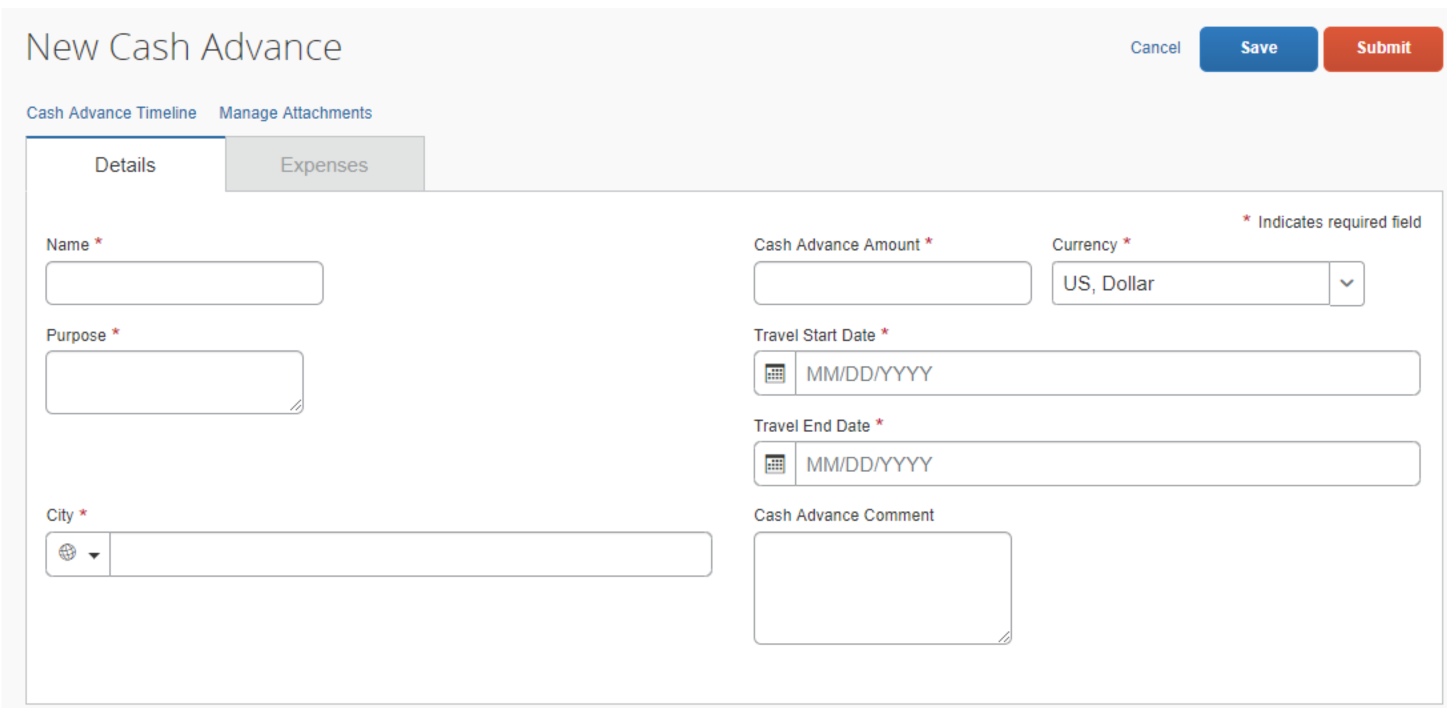
You can also use the **View** list to view active cash advances, issued cash advances, etc.



To create a new cash advance, click **+ Request Cash Advance**



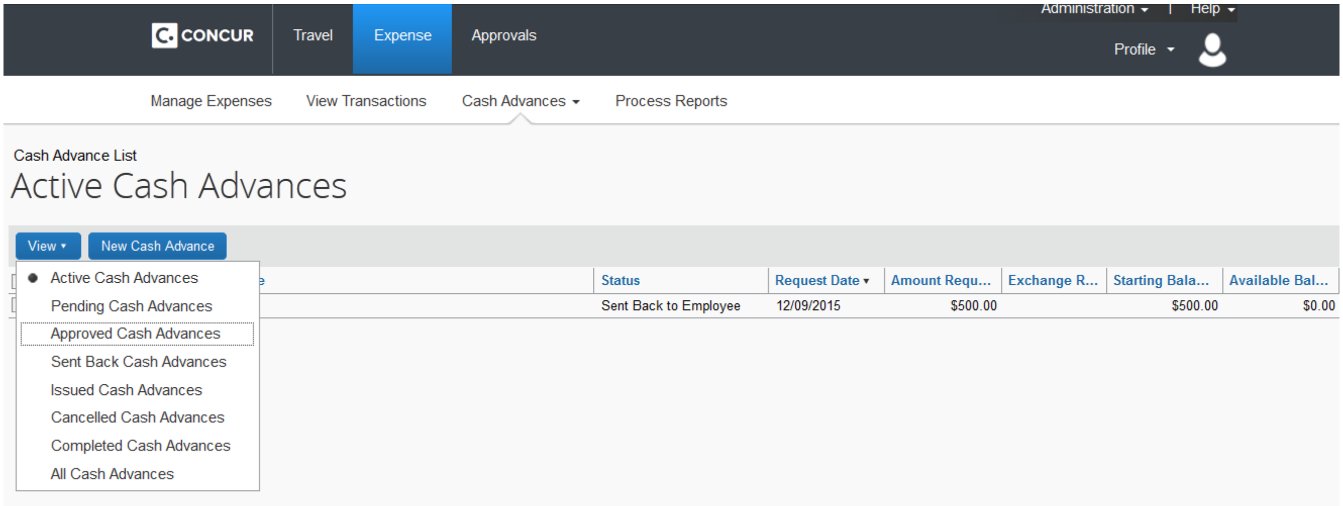
The **New Cash Advance** page appears.



Complete all fields marked with a red asterisk *. Use the **Manage Attachments** link to add attachments, if applicable.

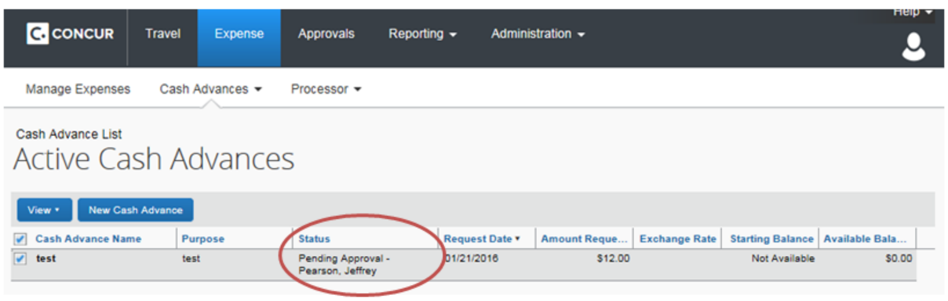
Click **Submit**. The cash advance will be saved in your **Cash Advance List**.

Select the **View** drop-down menu to see the status of your cash advances.



Cash Advance Status ~ Definitions

Navigation: Expense > Cash Advance > View Cash Advances



Cash Advance Status	Definition
Pending Approval – (Approver Name)	Pending Department Approval
Sent Back to Employee – (Name of Approver)	Cash Advance Not Approved by Department
Pending Cash Advance Administrator	Pending Accounts Payable Review
Approved	Cash Advance has been approved
Issued	Extracted for Payment
Not Issued	Rejected by Accounts Payable
Completed	Assigned to an Approved Expense Report