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

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 taken from an ATM using the P-Card
   - Cash Advance Name is system generated
     Example: “Thu Jan 14 00:00:00 PST 2016”

Cash Advance Request ~ Out-of-Pocket

Click on the Cash Advance button on the Concur home page or select it from your Expense page.

Enter all required data. See following page for more details on Approvers and Attaching Documents
Requesting a Cash Advance

Once the Create a New Cash Advance page appears:

1. Complete all Required fields (which are marked with red below)

2. Click on Documents to attach any documentation.

3. Click on Approval Flow to verify Default Cash Advance Approver or to select an Approver.


Cash Advance Approval Flow

If a default Cash Advance Approver is defined in the profile, it will automatically be populated in the Cash Advance Approval box.

If a Cash Advance Approver is not defined in the profile, one will need to be populated in the Cash Advance Approval box.

After the approver is verified or populated, Click Save Workflow.

Cash Advance Documents

Cash Advances have the ability to have supporting documents attached to the request. This is not required by the system; however, keep in mind that some departments may require an attachment.

Adding documents to a cash advance is similar to attaching receipts by clicking on the Browse and Attach button.

Once attached, click on Details to return to the Details Page or Submit the request.
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

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