



Objective

The purpose of the Concur – Assign Travel Advance Quick Reference Guide is to provide steps on how to assign your travel advance to your Travel Report in Concur to substantiate your travel advance.

Assign the Advance to your report

Step 1: Login to [Concur](#)

Step 2: Click “+” to start a new report

Step 3: Click “View” or “Report Details >Manage Cash Advances” to add a cash advance the Concur report.

Step 4: Select “Add”

Step 5: Select the “Available Cash Advance” to assign to the Concur report.

Step 6: Select “Add to Report”

Manage Expenses View Transactions Cash Advances Budget Insight Central Reconciliation Processor

There are cash advances available to add to this report **View**

Trip to Canada \$0.00
Not Submitted **Delete Report** **Submit Report**

Report Details Manage Receipts

Report
Report Header
Report Totals
Report Timeline
Audit Trail
Report Payments
Linked Add-ons
Manage Cash Advances

Cash Advances
Available: 1
Add Remove

Cash Advance Name	Foreign Amount	Exchange Rate	Amount	Balance
No Cash Advances Linked Add cash advances to this report to submit for reimbursement.				

Available Cash Advances

<input type="checkbox"/>	Cash Advance Name	Date Issued	Foreign Amount	Exchange Rate	Amount	Balance
<input type="checkbox"/>	Cash to Trip to Canada	12/10/2018	CAD 100.00	\$0.75071693	\$75.07	\$75.07

Cancel **Add To Report** **Close**

Step 7: Add expenses that total at least the amount of the travel advance received.