



## Objective

The purpose of the Concur – How to process a Travel Advance Cash Return Quick Reference Guide is to provide steps on how to handle unused funds from a cash advance and to process a cash return in your Travel Report in Concur in order to substantiate your travel advance.

## Return Unused Funds

Any funds left from your cash advance must be returned to the Cashier's office with a deposit slip. Be sure to take the invoice you received with you when you return the funds. You will receive a receipt which must be attached to your Concur report.

## Attach 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”

The screenshot shows the Concur interface for a travel report titled "Trip to Canada \$0.00". A notification at the top states "There are cash advances available to add to this report" with a "View" button. Below the report header, a "Cash Advances" dialog box is open, showing an "Add" button. Below that, an "Available Cash Advances" dialog box is open, displaying a table of available cash advances. The table has columns for "Cash Advance Name", "Date Issued", "Foreign Amount", "Exchange Rate", "Amount", and "Balance". One entry is visible: "Cash to Trip to Canada" with a date of 12/10/2018, a foreign amount of CAD 100.00, an exchange rate of \$0.75071693, and an amount of \$75.07. The "Add to Report" button is highlighted in blue.

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

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

## Add an Expense Line for the Returned Funds

Step 8: Select **“Add”** to add a new expense

Step 9: Select the Expense Type of **“Clearing>Travel & program Advance Clearing”**

Step 10: Select the Object Code **“Cash Advance Return”**

\* Indicates required field

Expense Type \*

Object Code \*

Transaction Date \*

Step 11: Complete the remainder of the fields. The amount should be a credit (ex. -15.25).

Step 12: Click **“Save Expense”**.

Save Expense

Step 13: Submit your report as normal.