



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 illustrates the steps for attaching a cash advance to a report. It shows a report titled "Trip to Canada \$0.00" with a "View" button highlighted. A "Cash Advances" dialog box is open, showing "Available: 1" and an "Add" button highlighted. A second dialog box, "Available Cash Advances", is open, showing a table with one entry:

<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

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 **“Cash Advance Return”**

Details Itemizations

Allocate

* Indicates required field

Expense Type *

CASH ADVANCE RETURN

Date *

MM/DD/YYYY

Description

test

Amount *

Currency *

US, Dollar

Save Expense Save and Add Another Cancel

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.