How to Create an Expense Report when there's an Unused Cash Advance

When a traveler has an unused cash advance, it will need to be accounted for on an Expense Report in Concur. There may be an unused cash advance because of a cancelled trip, or the traveler may not have had enough out of pocket expenses to offset the full cash advance amount they received. In either case, the traveler owes the university money, and a departmental deposit must be made with funds collected from the traveler.

This guide contains instructions on how to account for the unused cash advance, and what to do in Concur to show that the traveler has paid the university back.

1. Add the Cash Advance Return expense type to the expense report. This expense type is found under the 09. Other category in Concur.
2. Enter the amount of the cash advance the traveler didn’t use. This is the amount they will need to pay back to the university. *Note: this may not be the full amount of the cash advance if there were some out of pocket expenses incurred by the traveler.
3. Add a Description, if desired.
4. Attach appropriate backup documentation using the Attach Receipt button.
5. Click Save.

The Report Totals (accessed in the Details menu) show that Concur views the Cash Advance Return as a negative expense type — meaning Concur thinks the Traveler owes funds back to the university. Concur has no way of knowing if/when a departmental deposit has been made unless a bit more action is taken.
The next steps illustrate how to document in Concur that the traveler has paid the university back.

After the funds have been collected from the traveler and a departmental deposit has been processed, follow the instructions below to complete and submit the expense report.

1. Add a Misc. expense type to the expense report.
2. Fill in all required fields.
3. Under Amount, enter the amount that the traveler paid back to the university via a departmental deposit. This amount should be the same as the cash advance return amount in #2. *Note: this may not be the full amount of the cash advance if there were some out of pocket expenses incurred by the traveler.
4. Using the Attach Receipt button, attach backup documentation of the departmental deposit made to reimburse the university.
5. Add any other out of pocket expenses that may have been incurred to the expense report.
6. If airfare was paid for using the University’s airfare card, be sure to add those expenses to the expense report from the Available Expenses section.

The Report Totals have updated to reflect that the traveler no longer owes the university funds. This is because we have told Concur that the traveler has paid back the university by adding the Misc. expense type. The new totals reflect that the amount owed the university is the same amount that is due the employee, and it nets out to $0.00.