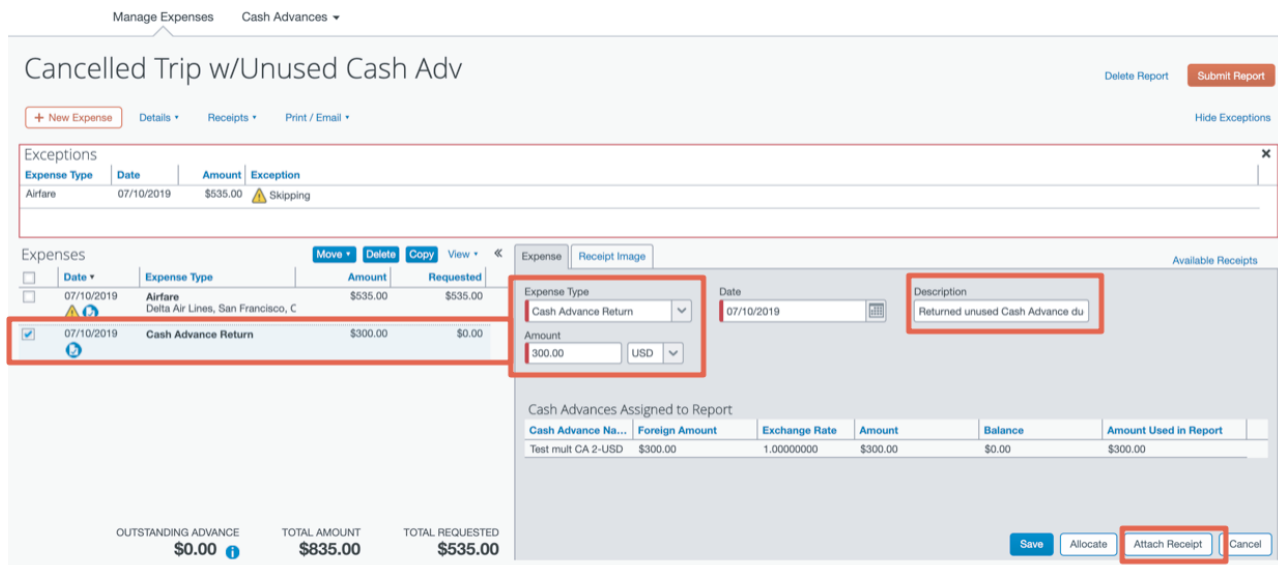


When a traveler has an unused cash advance, it will need to be accounted for on an Expense Report in Concur. There may be an unused cash advance because of a cancelled trip, or the traveler may not have had enough out of pocket expenses to offset the full cash advance amount they received. In either 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 Cash Advance Return 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.

Cancelled Trip w/Unused Cash Adv

New Expense

Details

Receipts

Print / Email

Delete Report

Submit Report

Hide Exceptions

Exceptions

Expense Type	Date	Amount	Exception
Airfare	07/10/2019	\$535.00	⚠ Skipping

Expenses

	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	07/10/2019	Airfare Delta Air Lines, San Francisco, C	\$535.00	\$535.00
<input type="checkbox"/>	07/10/2019	Cash Advance Return	\$300.00	\$0.00
<input checked="" type="checkbox"/>	07/10/2019	Cash Advance Return Returned funds to University, Sa	\$300.00	\$300.00

OUTSTANDING ADVANCE

\$0.00

TOTAL AMOUNT

\$1,135.00

TOTAL REQUESTED

\$835.00

Expense

Available Receipts

Expense Type

Cash Advance Return

\*Transaction Date

07/10/2019

\*Report / Trip Purpose

Publicized Conference or Me

Additional Information

Returned unused Cash Advance du

\*Enter Vendor Name

Returned funds to University

\*City of Purchase

San Francisco, California

Payment Type

Out of Pocket

Amount

300.00

USD

Comment

\*ADSC

(19707) UIT-USS HARDWARE

\*BU

01

\*Org

(60417) UIT UNIV SUPPORT

\*Fund

2500

\*Activity

(19707) UIT-USS HARDWARE

\*Project

00000000

Save

Itemize

Allocate

Attach Receipt

Cancel

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 Cash Advance Return 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.

Report Totals

Expense Report

Report Total :

\$1,135.00

Less Personal Amount :

\$0.00

Less Cash Advance Returns :

\$300.00

Amount Claimed :

\$835.00

Amount Rejected :

\$0.00

Company Disbursements

Amount Due Employee :

\$300.00

Amount Due U Travel Airfare Card :

\$535.00

Cash Advance Utilized :

\$0.00

Total Paid By Company :

\$835.00

Employee Disbursements

Amount Owed Company :

\$300.00

Total Owed By Employee :

\$300.00

Close