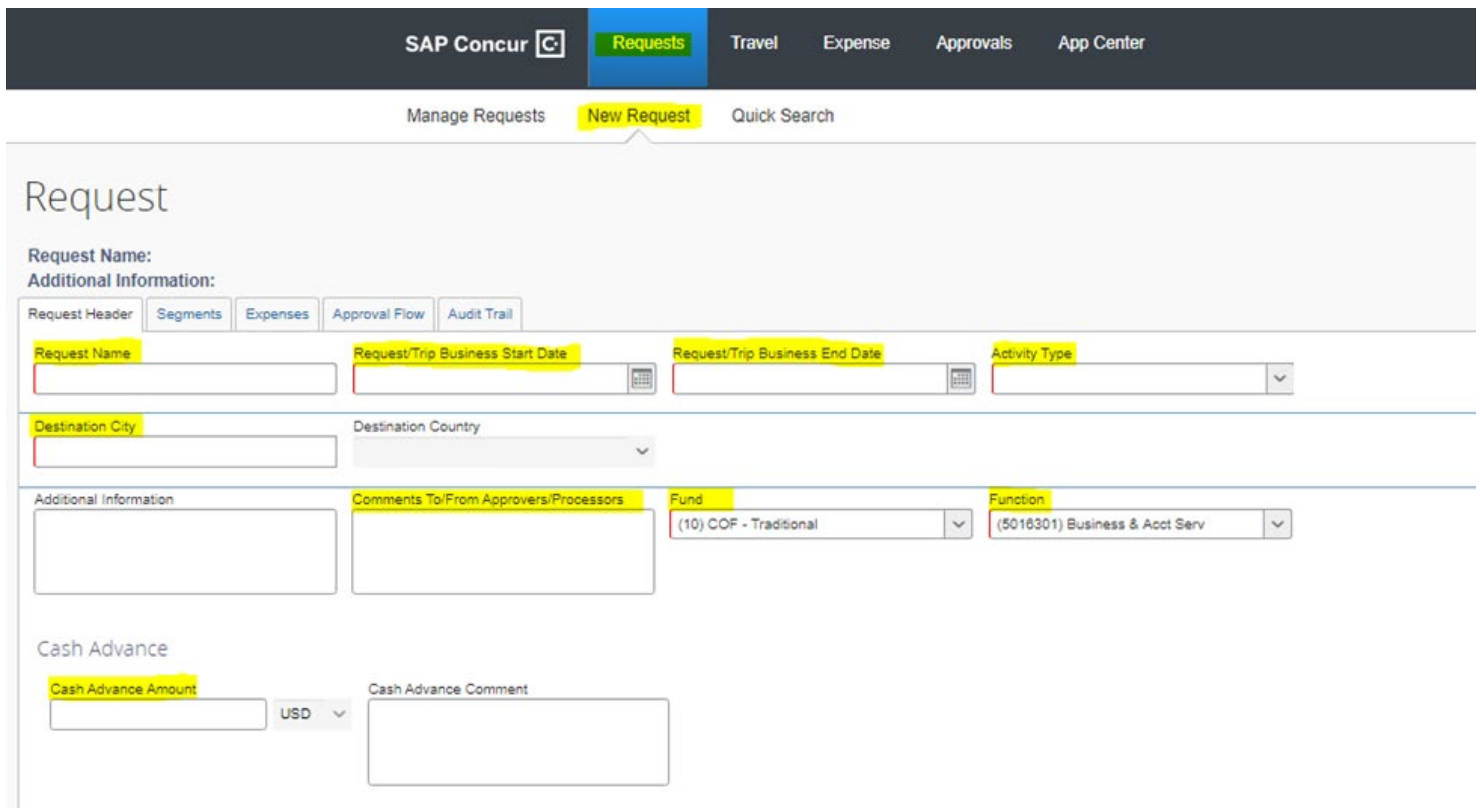


# Cash Advance

A Cash Advance may be requested in the event of a trip or something similar to cover expenses such as meals or travel that are not reasonable to pay by credit card transaction.

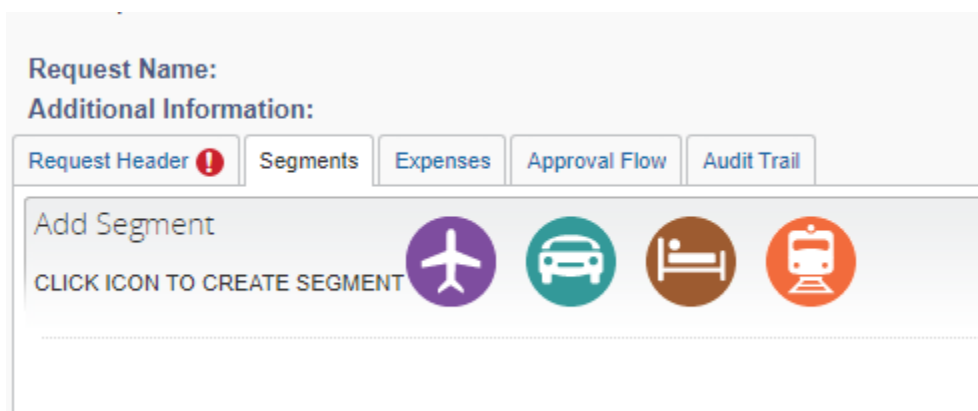
1. To request a Cash Advance, click Requests then New Requests and complete the required fields.



The screenshot shows the SAP Concur interface for creating a new request. The top navigation bar includes 'SAP Concur', 'Requests' (highlighted), 'Travel', 'Expense', 'Approvals', and 'App Center'. Below this, there are links for 'Manage Requests', 'New Request' (highlighted), and 'Quick Search'. The main content area is titled 'Request' and contains several sections:

- Request Name:** A text input field.
- Additional Information:** A section with tabs for 'Request Header', 'Segments', 'Expenses', 'Approval Flow', and 'Audit Trail'. Below these tabs are several input fields:
  - Request Name:** Text input.
  - Request/Trip Business Start Date:** Date picker.
  - Request/Trip Business End Date:** Date picker.
  - Activity Type:** Dropdown menu.
  - Destination City:** Text input.
  - Destination Country:** Dropdown menu.
  - Additional Information:** Text area.
  - Comments To/From Approvers/Processors:** Text area.
  - Fund:** Dropdown menu (selected: '(10) COF - Traditional').
  - Function:** Dropdown menu (selected: '(5016301) Business & Acct Serv').
- Cash Advance:** A section with two input fields:
  - Cash Advance Amount:** Text input with a currency dropdown (selected: 'USD').
  - Cash Advance Comment:** Text area.

2. If the Cash Advance is part of a Travel Request, you may use the Segments tab as well to estimate your Airfare, Hotel, etc.




This screenshot shows the 'Segments' tab within the 'Request' form. It features an 'Add Segment' section with the instruction 'CLICK ICON TO CREATE SEGMENT'. Below this instruction are four circular icons representing different travel segments: an airplane (purple), a car (teal), a hotel bed (brown), and a train (orange).

3. Use the Expenses tab to estimate the cost of each Expense Type the Cash Advance will be used for: Meals, Tips, Taxis, etc.

Request Name: Status: Not Submitted

Additional Information:

Request Header  Segments Expenses Approval Flow Audit Trail

[+ New Expense](#) [Details](#) <<

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
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Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

01. Travel Expenses	02. Mileage
Group Hotel	03. Training and Meetings
Group Meals < 10 Attendees	Meeting/Conf Registration
Group Meals 10 + Attendees	Seminar/Course fees
Individual Meals - Overnight Travel	

4. Once you have completed these tabs, Save and Submit.

After the Cash Advance Request has been approved and funds disbursed, you will follow up by completing an Expense Report including the Cash Advance spent and the deposit made to the Cashier for any remaining amount.

1. Open Expense Report
2. Click Details
3. Under Cash Advances- Click Available
4. Select the check box next to the Cash Advance(s) to add
5. Assign to Report