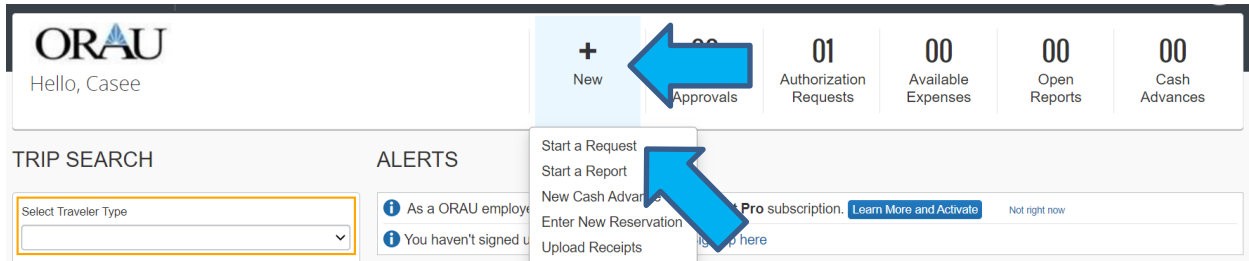# How to Add a Cash Advance in Concur When Your Trip is Already Approved

Create a new **Request** by clicking on **New**, then **Start a Request.**

The **Request Header** will appear.

Follow these steps:

- For the **Request Name**, enter Cash Adv City and Dates (as much information that will fit)
- Enter the same dates as the original Request.
- Use the **Supplemental Request** Option, and select the Request you need the advance for.
- Choose "Other" for **Booking Type**
- Enter a description for what you are requesting in the **Comment** section.
- Complete the other required fields marked with a red asterisk.
- Click **Create/Save.**

Expected Expenses:
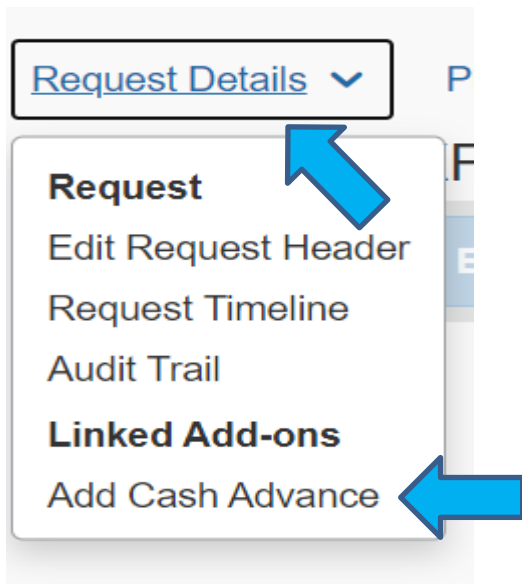

Click **Add** and select **Other**

Enter $1.00 in the **Transaction Amount** field.

Enter "Cash Advance" in the **Description** section.

Click **Save.**

Cash Advance:

To request a cash advance, click on the **Request Details** button and then **Add Cash Advance**.

The Cash Advance screen will appear.

Fill in the amount needed for and then click the **Add Cash Advance** button.

Click **Submit Request**.