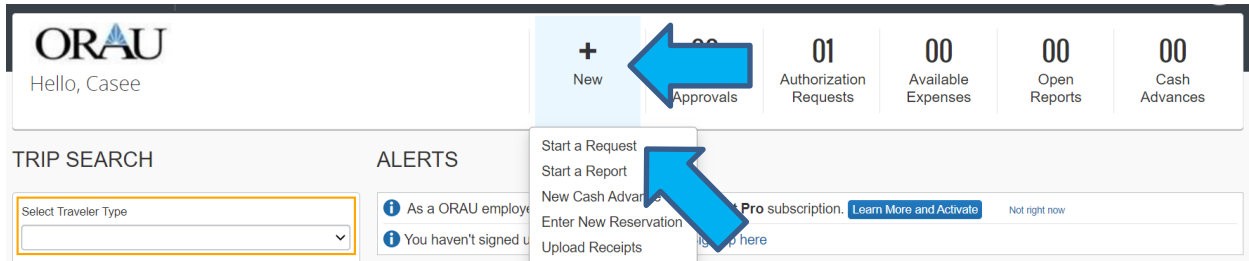




## How to Add a Cash Advance in Concur When Your Trip is Already Approved

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



The **Request Header** will appear.

The screenshot shows the 'Request Header' form in the ORAU Concur system. The form is divided into several sections. The 'Request Policy' section contains a text field with the value '\*ORAU-Travel Approve then Book'. The 'Request Id' section contains a text field with the value '36WA'. The 'Request Name' section contains a text field with the value 'Cash Adv San Diego 7/24/21'. The 'Request/Trip Start Date' section contains a date field with the value '07/24/2021'. The 'Request/Trip End Date' section contains a date field with the value '07/31/2021'. The 'Trip Type' section contains a dropdown menu with the value 'Domestic Travel'. The 'Are you attending a Conference?' section contains a dropdown menu with the value 'No'. The 'Non-Business Days?' section contains a dropdown menu with the value 'No'. The 'List of Non-Business Days' section contains a text area. The 'Main Destination Country' section contains a text field with the value 'US'. The 'Main Destination City' section contains a dropdown menu with the value 'US' and a text field with the value 'San Diego, California'. The 'Booking Type' section contains a dropdown menu with the value '3. Other'. The 'Business Purpose' section contains a text field with the value 'Cash ADV'. The 'Project' section contains a dropdown menu with the value 'CET\_Gold Plan with EES OH (201218...'. The 'Task' section contains a dropdown menu with the value 'CET\_Gol - Task 10 (0102)'. The 'Comment' section contains a text area. At the bottom right, there are 'Save' and 'Cancel' buttons. Blue arrows point to the 'Request Name', 'Request/Trip End Date', 'Trip Type', 'Booking Type', 'Business Purpose', 'Comment', and 'Save' fields.

### 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:

Request Details ▾ Print/Share ▾ Attachments ▾

### EXPECTED EXPENSES

**Add** ▾ Edit Allocate Delete

Search for an expense type

- 03. Mileage
- 07. Other
  - Abstract Registration Fees
  - Other
  - Personal Professional Development
  - Publication Charges

Processor Privacy Statement

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

New Expense: Other \$0.00  
09/18/2021

Cancel Save

Allocate

Trip Start Date: 09/18/2021

Trip End Date: 09/24/2021

Description \* ?

Transaction Amount \* Currency \* US, Dollar ▾

Comment

Save

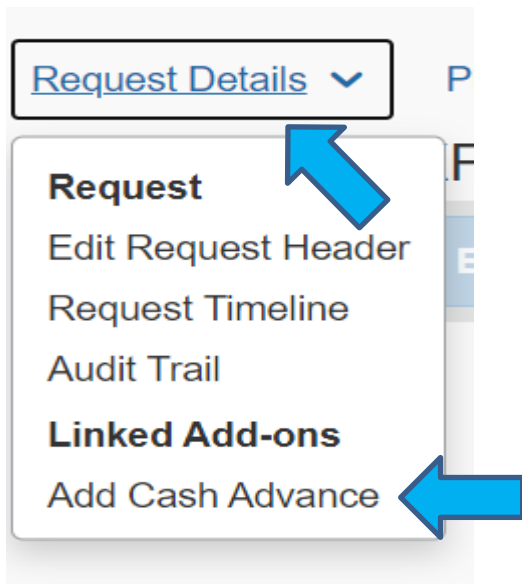
Enter \$1.00 in the **Transaction Amount** field.

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.

A screenshot of a "New Cash Advance" form. The form has a title bar with "New Cash Advance" and a close button. Below the title bar, there are two input fields: "Cash Advance Amount \*" with a red error icon and a red border, and "Currency \*" with a dropdown menu showing "US, Dollar". At the bottom right, there are two buttons: "Cancel" and "Add Cash Advance". A blue arrow points to the "Cash Advance Amount" input field, and another blue arrow points to the "Add Cash Advance" button.

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

A screenshot of a web interface showing a "Submit Request" button. The button is orange and is located at the bottom right of a form. A blue arrow points to the "Submit Request" button. Above the button, there is a "Copy Request" link. The top of the interface shows a dark header with "Help", "Profile", and a user icon.

Click **Submit Request**.