Cash advances are available to employees who travel on University business. Employees may use their Purdue Visa Travel card at an ATM for cash advances less than or equal to $500 in a single cycle (approximately 30 days). Individuals who do not have a Purdue Visa Travel card or who need more than $500 must request a cash advance prior to travel via the travel request.

### Cash Advance Less than $500

<table>
<thead>
<tr>
<th>Action</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set PIN for Purdue Visa Travel Card, if not already completed.</td>
<td>See <a href="#">Activate Purdue Visa Travel Card and Set PIN QRC</a>.</td>
</tr>
<tr>
<td>Use card at an ATM displaying the Visa logo to withdrawal cash.</td>
<td><img src="#" alt="VISA logo" /></td>
</tr>
</tbody>
</table>

**NOTE:** Cash advance should not be withdrawn more than 2 days prior to University travel.
Cash Advance More than $500

Go to the Employee Portal at www.purdue.edu/employeeportal.

Choose Travel System (Concur).

Log in using Purdue career account login and password.

Click Login.

Book travel reservations using Concur.
On travel request header, complete Cash Advance section, entering **Cash Advance Amount**.

Ensure that **USD** is selected.

Using a brief description of what funds will be used for, complete **Cash Advance Comment**.

Click **Expenses** tab.
Click **New Expense** and enter all estimated expenses that will be paid for using the cash advance.

![Travel Request 33M9]

Complete travel request with remaining expenses and segments.

When finished, click **Submit Travel Request**.

When approved, cash advance will be received by direct deposit into traveler’s bank account 2-3 days prior to travel.