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 in Concur prior to travel via the travel request.

### Cash Advance Less than $500

<table>
<thead>
<tr>
<th>Set PIN for Purdue Visa Travel Card, if not already completed.</th>
<th>See Activate Purdue Visa Travel Card and Set PIN QRC.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use card at an ATM displaying the Visa logo to withdrawal cash.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Cash advance should not be withdrawn more than 2 days prior to University travel.

### Reconciling ATM Cash Advance on an Expense Report

There are two options when reconciling, on an expense report, an ATM cash advance using a Visa Travel Card.

#### Itemize ATM Cash Advance

- Click **ATM Cash Advance** from report.
- Click **Itemize** on the **ATM Cash Advance** expense type, in order to select the **Expenses** the cash was used for.

Select **Cash Advance Card Fee** to list fee separately.
Select appropriate expense types for itemizing the remaining cash and complete required fields.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Transaction Date</th>
<th>Purpose of Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous</td>
<td>07/31/2013</td>
<td></td>
</tr>
</tbody>
</table>

For any cash not itemized, select expense type **Miscellaneous**.

Check box **Personal Expense (do not reimburse)**.

Select **ATM Cash Advance** from report.

Check box **Personal Expense (do not reimburse)**.

Click **New Expense** and select appropriate expense types as needed (according to information provided or receipts associated with the trip).

Select **Cash** as Payment Type.