Cash advances are requested in the Travel Request, and reconciled through an Expense Report. This QRC shows how to request a cash advance, reconcile a cash advance in an expense report and review cash advances. Please refer to Creating an Expense Report from a Travel Request Quick Reference Card for ATM withdrawals.

Click on the following to view specific information:

- Request Cash Advance
- Reconcile Cash Advance in Expense Report
- Review Cash Advance

### Request Cash Advance in Travel Request

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.

If you are booking on behalf of another traveler, click Yourself.

From the drop-down list, select the individual on whose behalf you are creating a travel request.
Complete **Cash Advance Amount** and **Comment** in the Travel Request.

- Cash Advances require approval from the Fiscal Approver.
- Travel office issues cash advance via check deposit to account listed in direct deposit (2 or 3 days prior to the actual trip.)
- Click here to view the Workflow chart for Cash Advances: [http://www.purdue.edu/business/travel/concur/approvals/NoApproval.html](http://www.purdue.edu/business/travel/concur/approvals/NoApproval.html)

**Reconcile Cash Advance through Expense Report**

Select the **Travel Requests** tab in the **Active Work** pane on My Concur.

Click the **Expense Report** icon associated with the Travel Request Name you are preparing.
Information from the Travel Request Header is transferred to the Expense Report Header.

Follow Creating an Expense Report from a Travel Request Quick Reference Card to build travel allowance, import Travel Visa Card charges, and other information.

Assign Cash Advance

Select Available under Cash Advances from the Details button.

** If there is not an available cash advance, the Details button will not list Cash Advance options.
Check mark the box in front of the **Cash Advance** to assign it to the Expense Report.

Click **Assign Cash Advance to Report**.

Click **New Expense**, and type or select expense types according to receipts or other information provided concerning expenses associated with this trip. Follow [Creating an Expense Report from a Travel Request Quick Reference Card](#) for further information. Expenses that were paid with “cash” should have payment type “cash.” These will be subtracted from the Cash Advance.
Cash Advance Return and Currency Gain/Loss expense types are (only) available when a cash advance is assigned to an Expense Report.

Select Cash Advance Return and type the amount of remaining cash, if applicable.

The Cash Advances Assigned to Report will display the Balance remaining.

**This amount will be deducted from the total expense report. Select Totals from the Details box to view actual disbursements. Cash is not returned to the business office or travel office.
View Active Cash Advances

Select **View Cash Advance** from the **Expense** Menu. All active cash advances will be listed.

![View Active Cash Advances](image)

Click **View** to list all cash advances.

![View Active Cash Advances](image)

Select appropriate Cash Advance. Click **Expense List** to view the **Cash Advance Expenses**.
Click **Comments** to view **Comments History**.
Click **Audit Trail** to view **Audit Trail**.

**View Cash Advance Analysis (Report – Cognos License Required)**

Select **Reporting**.

Click **Purdue University** folder.

Click **Standard Reports**.
Click **Cash Advance**.

Complete **Cash Advance Date**, **Employee Name**, **Payment Type** and **Statuses**, if applicable.

Review **Cash Advance Analysis**.