



Reconcile a Travel Advance

Since cash advances are available for other, non-travel purposes, the term “travel advance” is used when referring to UA travel policies and procedures. Alternatively, the proper noun “Cash Advance” is used when referring to Concur processes.

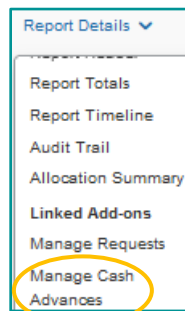
An issued Cash Advance is only cleared in Concur by including it on a Report upon trip completion or cancellation. Travel advances are paid from a Systems Office general ledger. They are not cleared from the general ledger until the Cash Advance is cleared in Concur. Travel advances are not cleared by only acting in Banner.

Note: Contact the Cash Advance Admin directly if the issued travel advance check is no longer needed and was not deposited/cashed.

1. Users can view their Cash Advances on their Expense module dashboard – includes advances issued through Concur from an approved Request and cash withdrawals made on the travel card

| Manage Expenses | View Transactions | Cash Advances | | | | |
|---|--|---------------|---------|---------|--------|--|
| Cash Advances | | | | | | |
| View: Active Cash Advances | | | | | | |
| <p>RETURNED 07/20/2020</p> <p>Slavik, J 10/20-10/25 SEA</p> <p>Amount \$40.00</p> <p>Sent Back</p> | <p>ISSUED 07/09/2020</p> <p>Slavik, J 10/20-10/25 SEA-USD</p> <table border="1"> <thead> <tr> <th>Amount</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>\$40.00</td> <td>\$0.00</td> </tr> </tbody> </table> | Amount | Balance | \$40.00 | \$0.00 | |
| Amount | Balance | | | | | |
| \$40.00 | \$0.00 | | | | | |

2. Construct the Report with all expenses for the trip per usual
 - a. Use Payment Type “Out of Pocket” for expenses paid using the travel advance
 - b. Use Expense Type “Miscellaneous” for any banking/ATM fees associated with the advance
3. Under Report Details>Manage Cash Advances, select the applicable advance(s) and assign it to the Report





Cash Advances

Available: 0

Add Remove

No Cash Advances Linked

Add cash advances to this report to submit for reimbursement.

Available Cash Advances

| <input checked="" type="checkbox"/> | Cash Advance Name | Date Issued | Foreign Amount | Exchange Rate | Amount | Balance |
|-------------------------------------|----------------------------------|-------------|----------------|---------------|---------|---------|
| <input checked="" type="checkbox"/> | Slavik, J 10/20-10/25 SEA-USD | 07/29/2020 | \$40.00 | \$1.00000000 | \$40.00 | \$40.00 |

Cancel **Add To Report**

- If Report is started from a Request and the advance was issued from the same Request, the Cash Advance automatically attaches to the Report
- A comment on the Report does not apply the Cash Advance
- Users cannot add a Cash Advance once the Report is submitted
- Concur will alert users if a Cash Advance is available to add to the Report

There are cash advances available to add to this report. View

Slavik, J 10/20-10/25 FAI-SEA \$2,113.50

Not Submitted **Copy Report** **Submit Report**

- Assigned advances are viewable on the Report window

Slavik, J 10/20-10/25 FAI-SEA \$2,113.50

Not Submitted **Copy Report** **Submit Report**

Report Details Print/Share Manage Receipts Travel Allowance

| | | | |
|--|--|-------------------|---------------------|
| <p>REQUEST</p> <p>Approved \$1,350.00</p> | <p>CASH ADVANCE: 1</p> <table border="1"> <tr> <td>Amount \$40.00</td> <td>Remaining \$0.00</td> </tr> </table> | Amount \$40.00 | Remaining \$0.00 |
| Amount \$40.00 | Remaining \$0.00 | | |



4. Concur deducts the travel advance from the total reimbursable expenses

| Report Totals | | | | | | | | | | | |
|--|---|--|---------------|--|--|----------|--|------------|----------|--|----------------------|
| <table border="0"> <tr> <td colspan="2">Company Pays</td> <td></td> </tr> <tr> <td>\$473.50</td> <td></td> <td>\$1,600.00</td> </tr> <tr> <td>Employee</td> <td></td> <td>Card (zNotUsed-IBCP)</td> </tr> </table> | | | Company Pays | | | \$473.50 | | \$1,600.00 | Employee | | Card (zNotUsed-IBCP) |
| Company Pays | | | | | | | | | | | |
| \$473.50 | | \$1,600.00 | | | | | | | | | |
| Employee | | Card (zNotUsed-IBCP) | | | | | | | | | |
| <table border="0"> <tr> <td colspan="2">Employee Pays</td> <td></td> </tr> <tr> <td>\$0.00</td> <td></td> <td>\$647.08</td> </tr> <tr> <td>Company</td> <td></td> <td>Card (zNotUsed-IBCP)</td> </tr> </table> | | | Employee Pays | | | \$0.00 | | \$647.08 | Company | | Card (zNotUsed-IBCP) |
| Employee Pays | | | | | | | | | | | |
| \$0.00 | | \$647.08 | | | | | | | | | |
| Company | | Card (zNotUsed-IBCP) | | | | | | | | | |
| Amount Total: \$2,760.58 Less Personal Amount: \$647.08 Requested Amount: \$2,113.50 | Due Employee: \$473.50 Amount Due (zNotUsed-IBCP): \$1,600.00 Cash Advance Utilized: \$40.00 | Owed Company: \$0.00 Amount Owed (zNotUsed-IBCP): \$647.08 Total Owed By Employee: \$647.08 | | | | | | | | | |
| | Total Paid By Company: \$2,113.50 | | | | | | | | | | |

5. If the reimbursable expenses do not cover the full Cash Advance amount, use Expense Type "Cash Advance Return" to record the remaining amount

| | |
|-------------------|----------------------|
| CASH ADVANCE: 1 | |
| Amount \$40.00 | Remaining \$40.00 |

Add Expense

5 Available Expenses + Create New Expense

Return

06. Cash Advance

Cash Advance Return

| | |
|---------------------|------------|
| Expense Type * | Date * |
| Cash Advance Return | 10/25/2022 |
| Amount * | Currency * |
| 40.00 | US, Dollar |



| | | | | | | | | |
|--|-------------|---|------------------------|---|-------------------|------------|-----------|--------------|
| REQUEST Approved \$1,350.00 | | CASH ADVANCE: 1 Amount \$40.00 | | Remaining \$0.00 | | | | |
| <input type="button" value="Add Expense"/> | | <input type="button" value="Edit"/> | | <input type="button" value="Delete"/> | | | | |
| <input type="button" value="Copy"/> | | <input type="button" value="Allocate"/> | | <input type="button" value="Combine Expenses"/> | | | | |
| <input type="button" value="Move to"/> | | | | | | | | |
| <input type="checkbox"/> | Comments ↑↓ | Receipt ↑↓ | Payment Type ↑↓ | Expense Type ↑↓ | Vendor Details ↑↓ | Date ☰ | Amount ↑↓ | Requested ↑↓ |
| <input type="checkbox"/> | | Cash Advance Return | Cash Advance Return | | | 10/25/2022 | \$40.00 | \$0.00 |

6. **Submit Report**
7. Once the Report is approved by the Processor, the Cash Advance is cleared in Concur and the amount credited to the travel advance general ledger in Banner
8. If there is an outstanding amount owed for employees, it is collected via a payroll deduction
9. If there is an outstanding amount owed for non-employees, the traveler remits repayment via their campus Bursar's Office
 - a. Payment must deposit to 101010-0469 to clear the outstanding amount owed from the correct general ledger
 - b. Use a clear, concise description on the deposit form such as "Durga ER80366 Cash Advance"
 - c. DO NOT have the traveler remit repayment to the trip's funding or another general ledger
 - d. If payment is remitted to funding other than the appropriate general ledger, the department must JV the amount to 101010-0469