Reconciling Cash Advance

1. Create a Travel Expense report by clicking on **Request** then locate the approved travel request.

2. Click **Expense** under the Action column to begin the expense report.

3. Review and complete the Report Header details, click **Next**.
4. To add Per Diem to the report click **YES** on the Travel Allowance window and follow required steps.

For additional information on how to complete per diem, please visit the [Adding Itinerary for Travel Allowance Meals Per Diem Guide](#) located on the Travel Resource website under Concur Training > Quick Reference Guides > Expense Reports.

At the bottom of the report there is an **OUTSTANDING ADVANCE**, which is confirmation that the cash advance is attached to the report.

**Outstanding Advance** is a running total of the outstanding cash advance which appears at the bottom of the expense list. This total is listed with in the report and is updated as expenses are added.
Users may also assign the Cash Advance to a report using the Details menu.

1. On the menu, select Details.
2. Select Available (under Cash Advances).
3. Select the outstanding cash advance(s) that applies to the current report.

5. Add remaining expenses related to this travel, finalize report then click Submit Report.

Returning a Cash Advance

Employees must account for any used and unused portion of a Cash Advance. Expense types in Concur allow users create repots with this information (used and unused) and allow the users to clear the total cash advance by selecting Cash Advance Return.
1. Return the unused Cash Advance amount to the departments Business Administrator and obtain documentation of the deposit.
2. Select expense type **Cash Advance Return**.
3. Enter the dollar amount returning.
4. Select **Attach Receipt – them** documentation of the deposit provided by the BA may be used as the recipe.
5. Click **Save**.

In the example provided, we have a balance $25 remaining from which we did not use of the $1000 cash advance. We have selected **Cash Advance Return** expense type, entered $25 and clicked save.
Exhausted Cash Advance Amount

If you utilized all of the cash advance amount, it's recommend to review the Totals feature. In the report click on Details > Totals. The Totals screen provides a breakdown on the summary of expenses, Amount Due Employee, Cash Advance Utilized, and Paid by Company.

There are two line items used for cash advances on the Report Totals page and the printed Receipt Report in Expense:

- **Less Cash Advance Returns**: This item appears only if the employee created a Cash Advance Return expense in the expense report.
- **Cash Advance Utilized**: This item appears only if a cash advance has been associated with this expense report.

Contact Information

If you have additional questions regarding the Cash Advance process please contact Accounts Payable via email

APTandETeam@ucmail.uc.edu or 513-556-6746

Related Links:

- Concur Authorization to Request Advances
- Concur Profile/Vendor ID Request Form
- Travel Advances Policy
- Working with Travel Advances