

## Request or Approve a Cash Advance in Concur

### Overview

Employees are able to request a cash advance in Concur to cover out-of-pocket expenses for travel or hosting.

Please be aware of the following when requesting a cash advance:

- **Delegates** – Expense delegates are **NOT** able to request cash advances on behalf of another employee. You must request your own cash advance in the Concur system.
- **Limited Data Fields** – The **Cash Advance** pane has seven fields, a limited number to capture the data required by the U-M to track and account for the requests. Therefore, you must follow strict data entry guidelines (listed in the procedure) for these fields.
- **Approval Workflow** – Requests cannot be routed to multiple approvers. Check with your department to determine who you define as your *Cash Advance Approver* in your Concur Expense Profile.
- **Two Tier Approvals** – Cash advance requests are approved by a single departmental approver and a *Cash Advance Administrator* in Procurement Services. Both approvers will reject requests with incorrect/incomplete data or which violate U-M Cash Advance policies.
- **Rejected Cash Advances** – Rejected cash advance will be returned to the employee for correction. Concur notifies you that your request is rejected and you can see all comments as to why it was rejected. After making changes, resubmit the cash advance for approval.

Cash advance requests must be approved electronically in Concur prior to being granted to employees. The approval process is two-tiered, including:

- **Unit Approval** – The individual entered as the *default cash advance request approver* in the employee's (i.e., requestor's) Expense Profile is responsible for ensuring that the request is complete and appropriate for the unit.
- **Cash Advance Administrator Approval** – Procurement Services approves all cash advance requests prior to releasing the funds to employees.



Cash advance requests cannot be routed in Concur for multiple unit approvals.

This procedure provides instructions on how to:

- [Request a Cash Advance](#)
- [Approve a Cash Advance](#)

## Request a Cash Advance

### Navigation


Wolverine Access > Faculty & Staff > University Business > **Travel & Expense (Concur)**

Concur > **Expense**

### Active Reports Pane



1. Hover over **Cash Advances**.
2. Click **New Cash Advance**.

 Cash advance requests will be **rejected** if the proper data is not entered.

### Create a New Cash Advance Pane

3. Type a **Cash Advance Name**.

**Note:** This field permits a maximum of 40 characters.

4. Type the requested cash advance amount in the **Cash Advance Amount** field. The minimum amount that can be requested is \$300.
5. Type a **Business Purpose** for the trip/event.
6. If desired, type a **Comment**.
7. Select a **Travel Start Date** and **Travel End Date**.
8. Type a **Destination** (e.g. Chicago, Illinois or Michigan League, Ann Arbor, MI).
9. If desired, click the **Documents** tab to attach documentation to the cash advance request. If more than one attachment is added, they are combined. To delete any one attachment, the entire combined file is deleted.

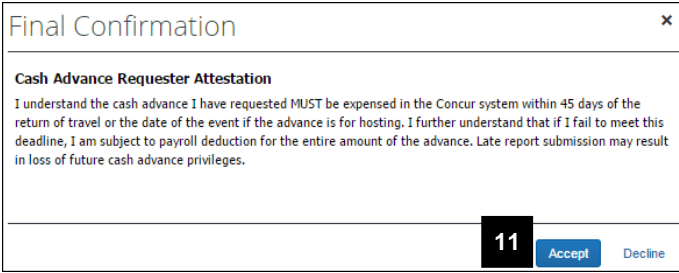
**Note:**



10. Click **Submit**.

**Note:** If the **Approval Flow** or **Documents** tab is clicked before saving the cash advance, the system will save the cash advance automatically.

### Final Confirmation Pop-Up Box



Final Confirmation

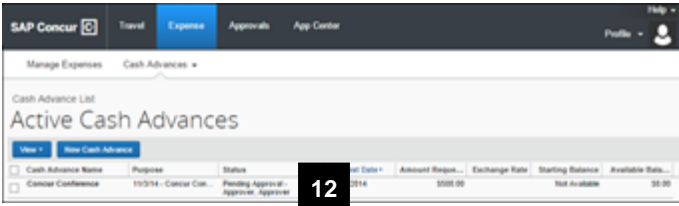
**Cash Advance Requester Attestation**

I understand the cash advance I have requested MUST be expensed in the Concur system within 45 days of the return of travel or the date of the event if the advance is for hosting. I further understand that if I fail to meet this deadline, I am subject to payroll deduction for the entire amount of the advance. Late report submission may result in loss of future cash advance privileges.

11 Accept Decline

11. Review the attestation and click **Accept** to submit the cash advance request.

### Active Cash Advances Pane



SAP Concur | Travel | Expense | Approvals | App Center

Manage Expenses | Cash Advances

Cash Advance List

#### Active Cash Advances

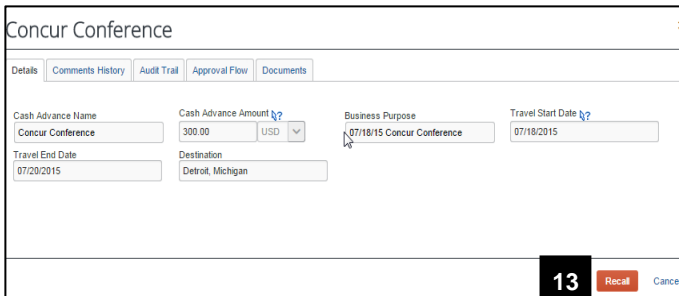
View | New Cash Advance

Cash Advance Name	Purpose	Status	Req. Date	Amount Requested	Exchange Rate	Starting Balance	Available Balance
Concur Conference	11/14 - Concur Conf.	Pending Approval - Approve, Approve	11/14	1000.00		Not Available	\$0.00

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12. View your cash advance request status (including approvals and comments) on the **Active Cash Advances** pane.

### Cash Advances Details



Concur Conference

Details | Comments History | Audit Trail | Approval Flow | Documents

Cash Advance Name: Concur Conference  
Cash Advance Amount: 300.00 USD  
Business Purpose: 07/18/15 Concur Conference  
Travel Start Date: 07/18/2015  
Travel End Date: 07/20/2015  
Destination: Detroit, Michigan

13 Recall Cancel

13. If desired, cash advance requests can be recalled after submission. Click **Recall** if you would like to retract the request.

## Approve a Cash Advance

### Approval Guidelines

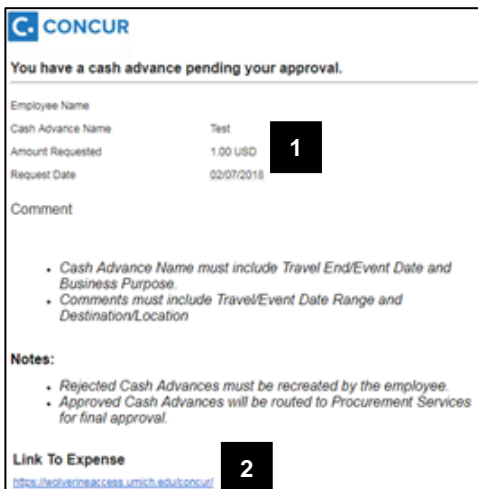
Approvers should review the cash advance request for the following required data:

Field	Data/Format	Example of Rejection Comment
<b>Amount</b>	The <b>Amount</b> should be a minimum of \$300.  Requests \$5,000 - \$10,000 require approval by Department Chair, Department Manager for non-academic units, or Senior University Officer responsible for the fund charged.  Requests over \$10,000 require approval from Chancellor, Vice Chancellor, Vice President, major University Director, or Senior University Officer.”	<i>Rejected for insufficient Amount. Cash Advances should be for at least \$300.</i>
<b>Business Purpose</b>	Reason for advance (i.e., conference or event name).	<i>Rejected for insufficient business purpose.</i>
<b>Travel Start Date</b>	Travel start date or event date	<i>Rejected for insufficient date. Cash Advances should be requested within 30 days of the trip/event start date.</i>
<b>Travel End Date</b>	Travel end date or event date	<i>Rejected for insufficient date. Cash Advances should be requested within 30 days of the trip/event start date.</i>
<b>Destination</b>	Conference or event location	<i>Rejected for insufficient destination.</i>
<b>Comment</b>	Procurement does not require a comment, but your department may.	<i>Rejected for insufficient Comment data.</i>

### Important Information


Concur notifies you via a system-generated email (AutoNotification@concur.com) when a cash advance request requires your approval.

### Cash Advance Request Approval Email



1. Review the details in the email, including the **Employee Name, Cash Advance Name** and **Amount Requested** to identify the request requiring approval.
2. Click the **link** to access Concur upon authentication to Wolverine Access.

**Note:** Log into Concur using your **Uniqname** and **Kerberos Password**.

 If you receive a cash advance request that should be approved by another in your unit:

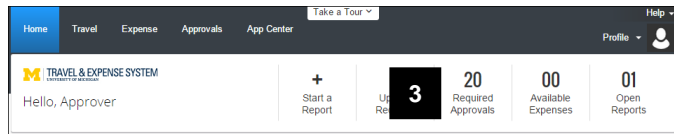
- Verify with your department who the appropriate approver is for your department or that employee.
- Reject the request.
- In the required **Reject Cash Advance** comment field, indicate that the employee enter the appropriate individual as their *default cash advance approver* in their Expense Profile and enter a new request.

**Navigation**

Wolverine Access > Faculty & Staff > University Business > **Travel & Expense (Concur)**

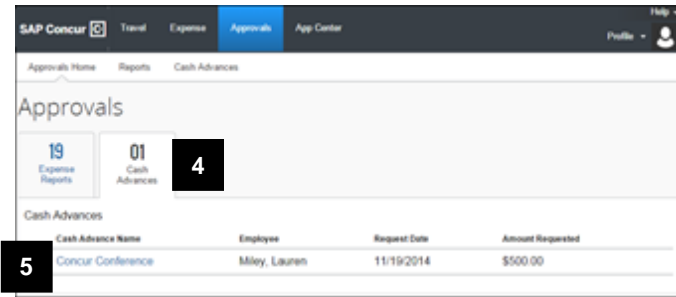
Concur > **Quick Task Bar**

**Quick Task Bar**



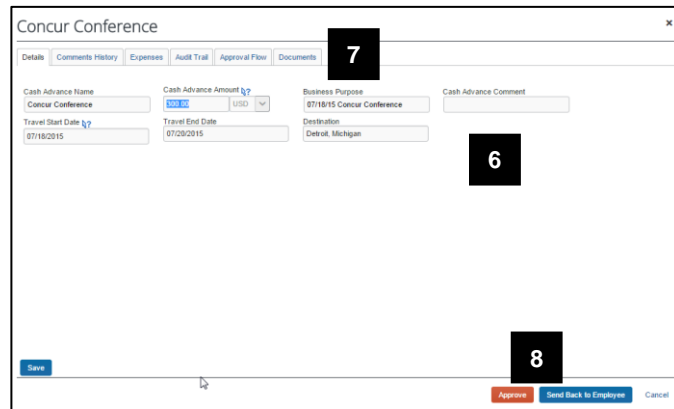
3. Click **Required Approvals** on the Quick Task bar.

**Cash Advance Approval List**



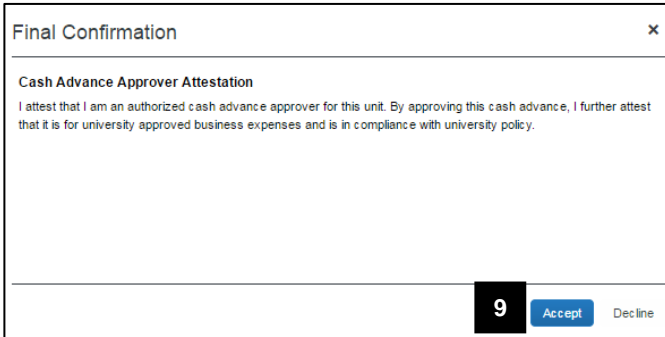
4. Click **Cash Advances**.
5. Click the appropriate link in the Cash Advances list.

**Cash Advance Details**



6. Review the cash advance fields for required data.
- Note:** See the [Approval Guidelines](#) above for more information.
7. Review the **Documents** tab for additional information that may have been added. Adding documents is optional.
8. Click the applicable button:  
Click **Approve** to approve the request.  
Click **Send Back to Employee** to reject the request.

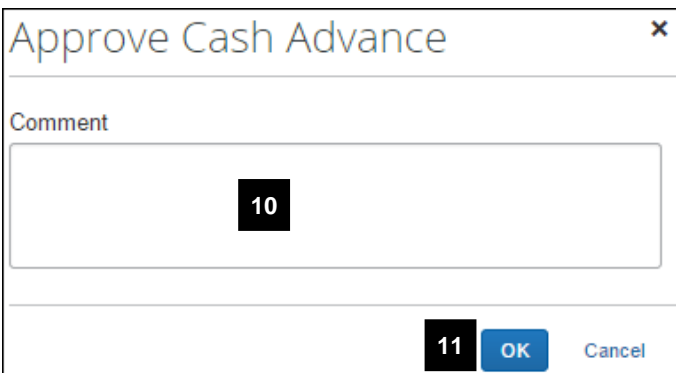
### Final Confirmation Pop-Up Box




**Note:** This step only applies when approving a cash advance, not when rejecting a cash advance.

9. Click **Accept** to attest as an authorized cash advance approver.

### Comment Pop-Up Box(es)



10. Enter an **Approve** or **Send Back to Employee Comment**, as appropriate.

 Rejection comments are **required** and should include the reason for the rejection and any information to correct the request so that the employee can resubmit the request, if appropriate.

11. Click **OK**.

