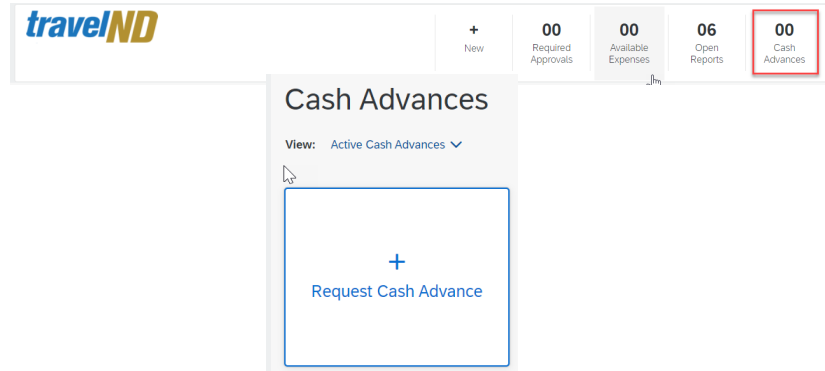


1. Request a Cash Advance

Use Concur to prepare and submit a cash advance request. After logging into travelND, click the **Expense Tab > Cash Advances > New Cash Advance**.



2. New Cash Advance

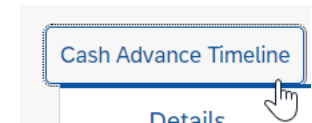
Fill in all the **required fields** which are marked by a red star. Click **Submit**

A screenshot of the 'New Cash Advance' form. The form has two tabs: 'Cash Advance Timeline' and 'Manage Attachments'. The 'Details' sub-tab is active. The form contains several input fields, each with a red star indicating it is a required field. The fields are: Name, Cash Advance Amount, Currency (set to US, Dollar), Purpose, Travel Start Date (MM/DD/YYYY), Travel End Date (MM/DD/YYYY), Requested Disbursement Date (MM/DD/YYYY), and Location City. There is also a 'Cash Advance Comment' field. At the top right of the form are 'Cancel', 'Save', and 'Submit' buttons.

3. Approval Flow

Once submitted, the request is routed to your cash advance approver. If your approver approves your request, then it is sent to a Cash Advance administrator. When the Cash Advance administrator approves your request, the funds will appear in your bank account.

If you do not have a default approver set in your profile for Cash Advances a message will appear indicating an approver has not been selected. Please contact Accounts Payable requesting a cash advance approver to be setup in your profile.



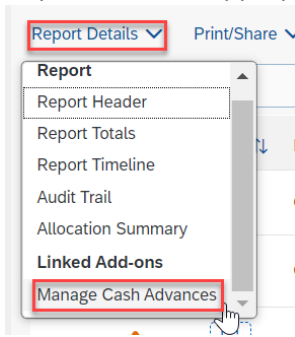
4. View Cash Advance Balance Information

Click **Expense > Cash Advances > View Cash Advances**. The Cash Advance List page appears. The request name and status appear along with:

- The **Amount Requested** column displays the amount that you originally requested for the cash advance.
- The **Starting Balance** column displays the amount issued for the individual cash advance. If the cash advance has not been issued yet, then **Not Available** appears.
- The **Available Balance** column displays the amount that has not been used in a report or returned. If the cash advance has not been issued yet, then zeros appear.

5. Assign a Cash Advance to a Report

After starting a new expense report, on the expense report page, click **Reports Details menu > Manage Cash Advances > Available**. The **Cash Advances window** appears. Select the check box for one or more cash advances that you want to associate with the current report. Click **Add** once you select the appropriate cash advance



6. Enter all Expenses

Add all expenses related to the trip. In the left pane, you will notice a running total of the cash advance as expenses are added to the report.

OUTSTANDING ADVANCE	TOTAL AMOUNT	TOTAL REQUESTED
\$2,110.50 ⓘ	\$169.50	\$169.50

7. Cash Advance Balance

The cash advance amount offsets the amount that is to be reimbursed to you; the report totals are adjusted accordingly. To view the report totals, select **Details > Report Totals**. The **Report Totals** page appears.

1 Details ▾

Company Disbursements

Report	Amount Due Employee :	\$165.05
Report Header	Cash Advance Utilized :	\$800.00
2 Totals	Total Paid By Company :	\$965.05

3

8. Return Remainder of a Cash Advance

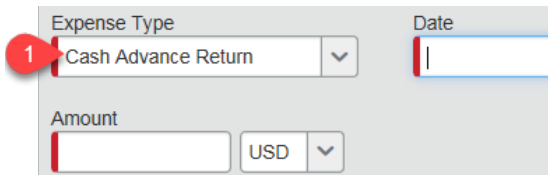
If the expenses listed in the report do not total the cash advance amount, you will need to return the unused portion of the cash advance to the University.

- Visit the Office of Treasury site for deposit instructions, <http://treasury.nd.edu/cash-management/deposit-information/>.
- Refer to page 1, Submit Deposit section of the guide.
- Step 7 – for deposit, enter FOP 100000/58050/99000 when depositing your cash advance return using the deposit form. In the description field, enter your “last name-cash advance return”.

9. Return Cash Advance - Concur

In your expense report, under the new expense list, select the **Cash Advance Return** expense type.

- Fill in the **Date** and the **Amount** fields.
- Attach a copy of the deposit slip showing the return amount.
- Click **Save**.



The screenshot shows a form with the following fields:

- Expense Type:** A dropdown menu with "Cash Advance Return" selected. A red circle with the number "1" is positioned to the left of this dropdown.
- Date:** A text input field with a vertical red line on the left side, indicating it is required.
- Amount:** A text input field with a vertical red line on the left side, indicating it is required.
- Currency:** A dropdown menu with "USD" selected.