Travel and Expense Management in Concur

Reconciling a Cash Advance
On your Concur home page, Cash Advances are listed on your Open Requests task menu, not your Available Expenses task menu.

Cash Advances are also noted in the action items menu at the top of the page.

To reconcile a Cash Advance, click the Expense tab to start a new Expense Report
• Note: Cash Advances can also be added to an existing Expense Report
Complete the required (*) fields to create your Expense Report header, then click **Create Report**.

- **Note**: Cash Advances can be added to both *Travel* and *Goods & Services* Expense Reports.
An alert will display that Cash Advances are available to add to the Expense Report.

- Click View
Click **Add** to open a list of all available Cash Advances.
Select the Cash Advance(s) you want to add to your Expense Report
• Note: Multiple Cash Advances can be added to a single report.

Click **Add to Report**
<table>
<thead>
<tr>
<th>Cash Advance Name</th>
<th>Foreign Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri Oct 7 2022</td>
<td>$570.00</td>
</tr>
</tbody>
</table>

Click **Add** to attach the Cash Advance(s) to the Expense Report.
A Cash Advance box will display in the body of the Expense Report.

- “Amount” is the original total of the selected Cash Advances.
- “Remaining” is how much of that total is available to be assigned to this Expense Report.

To reconcile the Cash Advance, click **Add Expense**
Select your Expense Type, then click **Create New Expense**
• The Vendor Name should be the bank (or ATM) where the cash was withdrawn
• The Payment Type will be Out of Pocket
Once the expense has been added, the “Remaining” balance updates.
• Note: Not all funds from a single cash advance need to be used on a single Expense Report.
Unused (“Remaining”) funds can be applied to future expense reports or returned to UD.

- If you want to return the “Remaining” funds to UD, click Add Expense
Select **Cash Advance Return** as the Expense Type, then click **Create New Expense**
Complete the required (*) fields and click **Save Expense**
Click **Submit Report**

- **IMPORTANT**: If the **Cash Advance Return** expense type has been used on an Expense Report, you must still return the funds to UD via a Cash Transmittal Webform (cash or check) or a Payroll Deduction
  - Please see the **Returning Funds to UD** guide for instructions
Summary and Notes…

• A Cash Advance can be applied to a Travel Expense Report or a Goods & Services Expense Report.
• A Cash Advance can be applied across multiple Expense Reports.
• Expenses do not need to be separated onto multiple Expense Reports based on payment method.
  • Purchases paid for with a Cash Advance can be added to an Expense Report that also contains purchases made with a UD Credit Card/Declining Balance Card.
• Any remaining Cash Advance funds can be applied to a future expense report.
• The unused balance will remain available if it is not reconciled under the Cash Advance Return Expense Type.
• Once a report containing a Cash Advance is Approved, you cannot detach the Cash Advance.
Questions:
• procurement@udel.edu

Resources:
• Procurement Services
• Returning Funds to UD