Concur Quick Reference Card – Cash Advances

Cash advances are allowable only when other payment options are not available. Contact the Financial Service Center to identify the most appropriate purchasing tools for your particular business need.

Cash advances may be issued in one of two ways:

1. ATM Cash Withdrawals on Travel and Expense Cards
   - You may request access to make ATM withdrawals by submitting a Travel and Expense Card application to the Financial Service Center.
   - The amounts you withdraw will come into your Concur profile as available cash advances.
   - or -

2. Cash Advance Requests in Concur
   - From the Concur homepage, hover over the “New” button along the top of your screen. Select “New Cash Advance” from the dropdown.

   - Enter a name for your cash advance, the amount you are requesting, your business purpose, and a comment if applicable.
   - Click “Submit” to send the cash advance request to your cash advance approver (Profile > Profile Settings > Expense Approvers).
   - Requests will be reviewed by Finance and Treasury before funds are issued.
   - If approved, your advance will be issued to you via check or direct deposit.

Substantiating Your Cash Advance

When you use your Travel and Expense Card to withdraw cash, or when you receive a cash advance via check or direct deposit, these amounts will appear in your Concur profile as open cash advances and must be fully substantiated within 120 days.

   - You will be prompted to assign your cash advance balances to your next expense report.

   - A running total of your cash advance balance will display along the bottom of your expense report.

   - You must indicate how you spent the advance by entering cash/out-of-pocket expenses on your report.

   - You may incur fees for making ATM withdrawals. The fee may be included in your cash advance balance, or may appear as a separate credit card transaction. Assign this fee to the Credit Card Fees expense type.
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- Your outstanding advance balance will be reduced according to how you spent these funds.

- When you have entered all of your expenditures, the remaining balance of your cash advance must be returned by cash or check to the Financial Service Center before your report is submitted.

- The Financial Service Center will provide you with a receipt for the amount you returned.

- Return to your Concur expense report and select “Cash Advance Return” from the list of available expense types.

- Enter the dollar amount you returned to the Financial Service Center and attach your receipt for that deposit.

- Your outstanding advance balance is now $0.00.

Other Considerations

- If your out-of-pocket expenses exceed the total amount of your cash advance(s), you will be reimbursed for the difference and you do not need to enter a Cash Advance Return.

- You cannot receive a reimbursement while you have an outstanding cash advance balance. The funds you spend out-of-pocket for university business will be deducted from the cash advance balance you have outstanding.

- Any amount from a cash advance which has not been substantiated or returned to the university within 120 days may be deducted from your paycheck.

For further assistance

- Contact the Financial Service Center if you require assistance with Concur, Finance and Treasury polices or procedures, or with your University Credit Card. Call 609-258-3080 (ext. 8-3080) or email finance@princeton.edu

- Contact Bank of America customer service if you require assistance with your University Credit Card outside of University business hours (lost/stolen cards, fraudulent activity). Call 888-449-2273 or 509-353-6656 (outside the US).