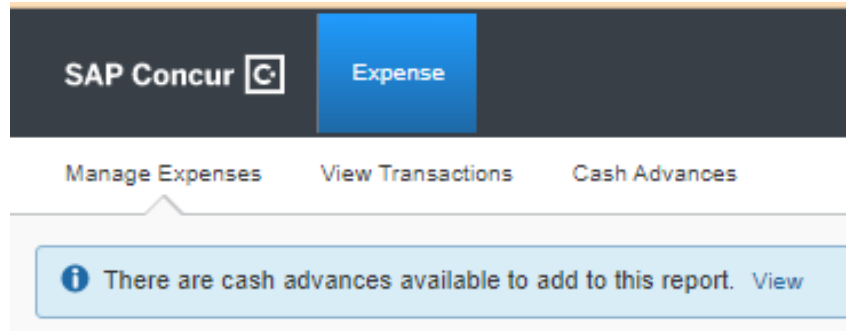


# Substantiating a Cash Advance Reference Guide

When you receive a cash advance from the University or withdraw cash at an ATM, you must keep track of how you spent the cash, just as you would any University business expense: you must provide a business purpose for all expenses and receipts for \$50 and over.

Your open cash advances will appear in your Concur profile and must be fully substantiated **within 120 days of when your advance was issued.**

1. Log in to [Concur](#) and click on the Expense tab.
2. Select **Create New Report**. Add in all header information and click **Create Report**.
3. At the top of your report a cash advance availability message appears. Click **View** to see it.



4. Click **ADD** and a list of available cash advances will appear.
5. You will be prompted to assign all of your open cash advances to your expense report. Select the appropriate advances and click **Add to Report**.

<input checked="" type="checkbox"/>	Cash Advance Name	Date Issued	Foreign Amount	Exchange Rate	Amount	Balance
<input checked="" type="checkbox"/>	Tue May 31 2022	06/03/2022	€ 253.95	\$1.07670801	\$273.43	\$273.43

6. The Cash Advance has been added. Close this screen using the X in the upper right corner or click **CLOSE** at the bottom of the window.
7. A running total of your cash advance balance will display at the top of your expense report.

CASH ADVANCE: 1	
Amount	Remaining
\$273.43	\$273.43

8. **You must indicate how you spent the advance** by entering cash/out-of-pocket expenses onto your expense report. This
  - a. will reduce the Remaining Advance amount shown at the top of your screen.
9. After entering all of your expenditures, please return **any remaining unspent balance, by cash or check, to the Financial Service Center before your report is submitted.** The Financial Service Center will provide you with a

# Substantiating a Cash Advance Reference Guide

receipt for the amount you returned. You will need this for your expense report.

10. To begin the return process, go back into your Concur expense report and select **Cash Advance Return** from the list of available expense types.

11. Enter the dollar amount you returned to the Financial Service Center and attach the receipt they provided to you.

12. As long as your cash advance return and out of pocket expenses equals or exceeds the original cash advance amount, your outstanding advance balance will now be \$0.00.

CASH ADVANCE: 1	
Amount	Remaining
\$273.43	\$0.00

## Additional Information

If your out-of-pocket expenses exceed the total amount of your cash advances, 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 excess 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.

## Questions?

Contact the Financial Service Center at (609) 258-3080 or [finance@princeton.edu](mailto:finance@princeton.edu).