

Substantiating a Cash Advance

Quick Reference

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 up.

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

- Log in to [Concur](#) and click on the Expense tab.
- Select **Create New Report**.
- You will be prompted to assign all of your open cash advances to your expense report. Select them all and click **Assign Cash Advance to Report**.

Cash Advance Name	Date Issued	Foreign Amount	Exchange Rate	Amount	Balance
Wed Jul 5 2017	07/07/2017	\$500.00	1.00000000	\$500.00	\$500.00

Assign Cash Advance to Report Next >>

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


OUTSTANDING ADVANCE
\$500.00 ⓘ

- **You must indicate how you spent the advance** by entering cash/out-of-pocket expenses onto your expense report. This will reduce the Outstanding Advance amount shown at the bottom of your screen.
- When you have entered all of your expenditures, **any remaining unspent balance must be returned by cash or check to the Financial Service Center before your report is submitted**.

Date	Expense Type	Amount	Requested
01/15/2018	Train NJ Transit, New York, New York	\$45.00	\$45.00
01/15/2018	Tips New York, New York	\$12.00	\$12.00
		\$33.25	\$33.25
		\$27.00	\$27.00
		\$31.00	\$31.00
01/09/2018	Individual Meals Red Cafe, New York, New York	\$27.00	\$27.00
01/08/2018	Individual Meals New York, New York	\$20.00	\$20.00
01/08/2018	Individual Meals Purple Cafe, New York, New York	\$21.00	\$21.00
01/08/2018	Individual Meals	\$33.75	\$33.75
TOTAL AMOUNT		\$401.00	\$401.00
OUTSTANDING ADVANCE		\$99.00 ⓘ	

Deposit this amount (cash or check) at the Financial Service Center on the 7th floor of the New South Building.

- 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 the receipt they provided to you.

<input type="checkbox"/>	01/22/2018	Cash Advance Return	\$99.00	\$0.00	▼
		OUTSTANDING ADVANCE	TOTAL AMOUNT	TOTAL REQUESTED	
		\$0.00 	\$500.00	\$401.00	

- Your outstanding advance balance is now \$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.