Substantiating a Cash Advance

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**.

- 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 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**.

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

**OUTSTANDING ADVANCE**

$500.00

**OUTSTANDING ADVANCE**

$99.00
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Quick Reference

- 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.

![Cash Advance Return Form]

- 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.