

How to Expense a Cash Advance

This Quick Reference Guide reviews how to apply relevant expenses on a Concur Travel and Expense report to a cash advance.


In circumstances where it is deemed necessary, i.e. Athletic Team Travel or Travel to an under developed country lacking modern banking infrastructure, Boston University will allow a Traveler to apply for the ability to withdrawal cash on their US Bank BU Travel Card.

Scenario: Traveler must account for how their cash advance was utilized by applying it to the relevant Concur Travel and Expense Report.

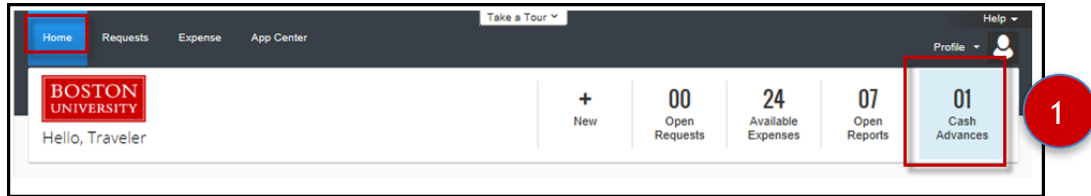
The image shows two screenshots of the BUworks Central portal. The top screenshot shows the 'Employee Services' overview page with a red box highlighting the 'Travel Reimbursements' link. The bottom screenshot shows the 'Employee Services Area' with a red box highlighting the 'Concur Travel and Expense Reporting' link under the 'Policies and Procedures' section.

To access **Concur** go to [BUworks Central Portal Web-Site Page](#) and follow the menu path below:

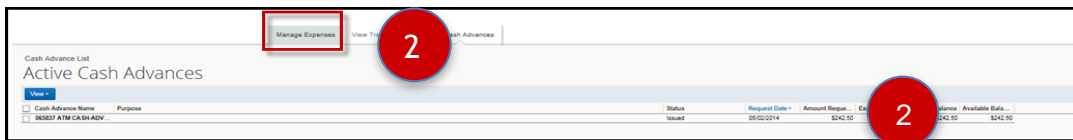
Menu Path: [BUworks Central Portal](#) → Employee Self Service tab → Travel Reimbursements → Manage Business Travel Arrangements and Reimbursements → Concur Home Page

 On the **Home** tab Concur displays the number of open **Cash Advances** associated with a profile.

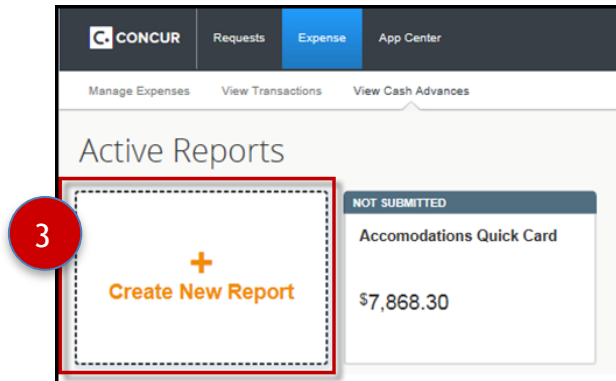
1 Click on the number to display the **Active Cash Advance List**.



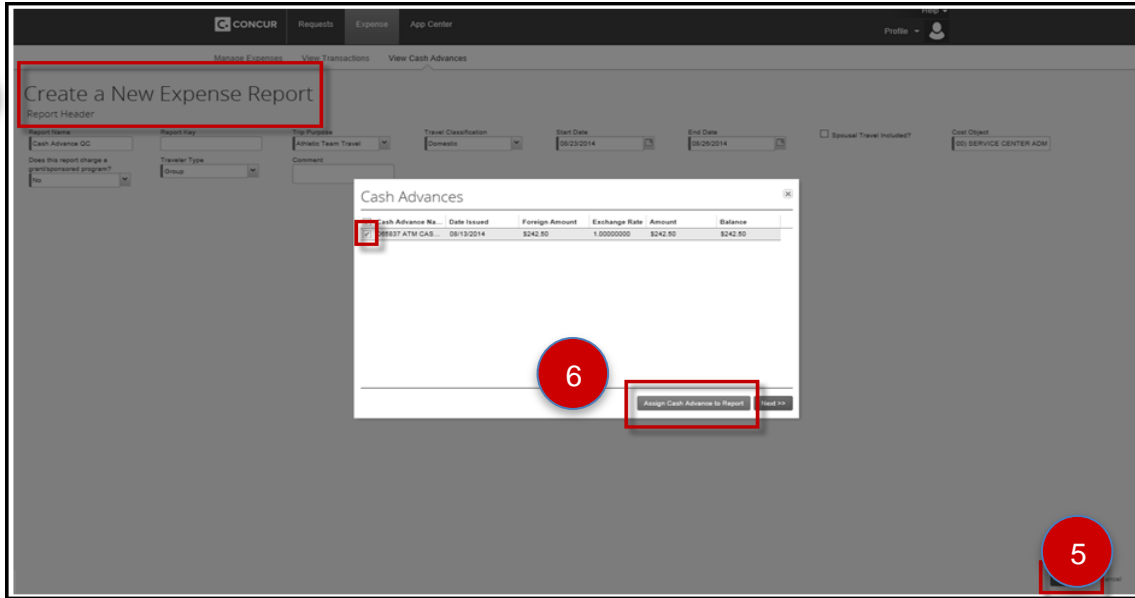
2 From this page select the **Manage Expenses** tab to start an Expense Report




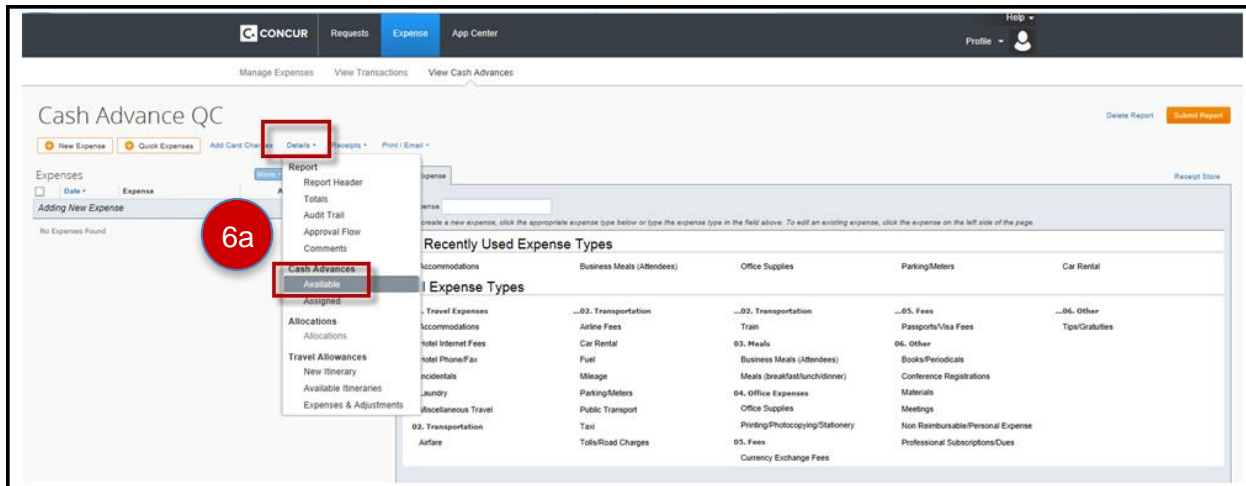
3 Click on the Create New Report button to start a new Concur Travel and Expense report



4



4	Fill out all required fields in the Report Header
5	Hit Next button
6	<p style="text-align: center;"> Information</p> <p>A window will appear prompting the assignment of any available Cash Advance to the newly created report.</p> <p>Select the check box next to the advance to be applied to the Expense Report and click the Assign Cash Advance to Report button.</p>



6a	<p>If a report has already been created a cash advance can be added to it by</p> <ul style="list-style-type: none"> ▪ Accessing the report, ▪ Clicking on the Details drop down list, ▪ Selecting the Available option under the Cash Advances sub heading.
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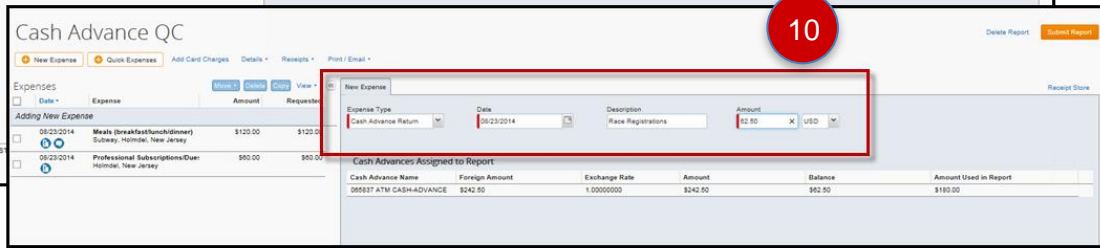
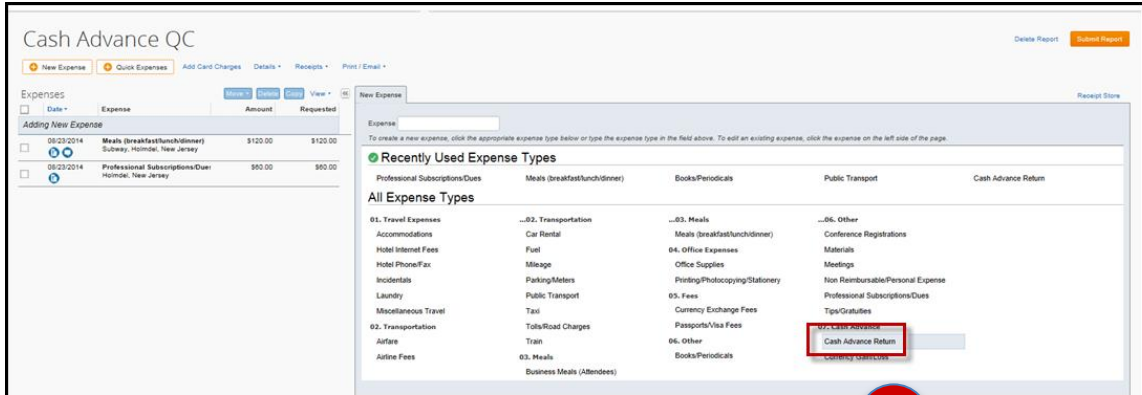
7 Click on the **New Expense** button to add the Out of Pocket expenses the Cash Advance was utilized for.

OUTSTANDING ADVANCE	TOTAL AMOUNT	TOTAL REQUESTED
\$122.50	\$120.00	\$120.00

8 In this example the Cash Advance amount is \$242.50

9 If a cash withdrawal made on the US Bank Visa Travel card was completely utilized the **Outstanding Advance** amount will equal zero

OUTSTANDING ADVANCE	TOTAL AMOUNT	TOTAL REQUESTED
\$0.00	\$242.50	\$242.50



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In the scenario where the traveler failed to use the entire withdrawal amount the remaining funds must be classified as Expense Type **Cash Advance Return**.



Once added to the report the amount of the **Cash Advance Return** line item is treated as a personal expense and funds are due back to Boston University.

You have applied a Cash Advance to a Travel & Expense Report