



Requesting a Cash Advance

Purpose: Concur users do not automatically have the ability to request a cash advance. The steps outlined below describe the process to request a cash advance when other methods of handling travel expenses are impossible or inappropriate.

Cash Advances are not encouraged, but are available case-by-case, when use of the travel card is difficult or unavailable, or extended foreign travel is involved. Contact the FSU Travel office for eligibility before requesting an advance.

Cash advances are completed as part of the request process. When an employee is eligible for a cash advance, the fields pictured below will be located at the bottom of the request header.

To Request a Travel Advance:

The screenshot shows a form titled "Cash Advance". It contains two main input fields. The first is "Cash Advance Amount", which has a text box containing "1,200.00" and a dropdown menu set to "USD". The second is "Cash Advance Comment", which has a text box containing "Travel Advance requested to help defray daily meal costs".

1. Navigate to Requests, New Requests
2. Complete all required Header fields, including the Cash Advance amount being requested. Enter all required fields and click Save.
3. Enter Segments and Expense lines. Click Save. The requested amount may not be more than the request total.
4. Click Submit Request, then click Accept & Submit.