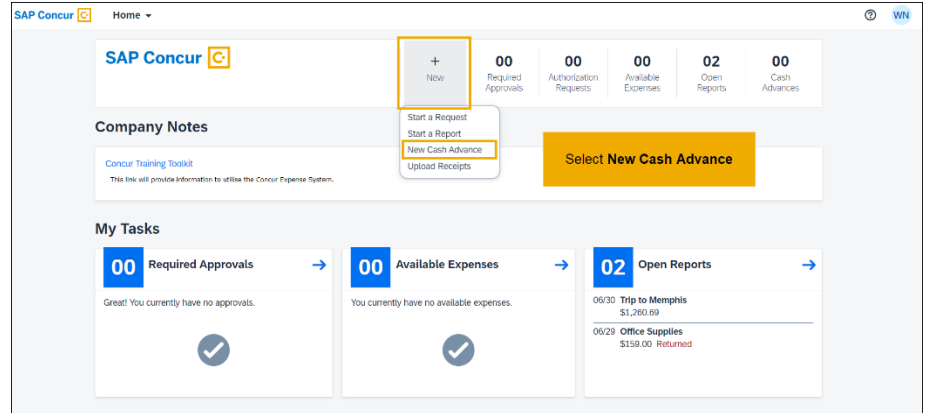


Creating Cash Advances

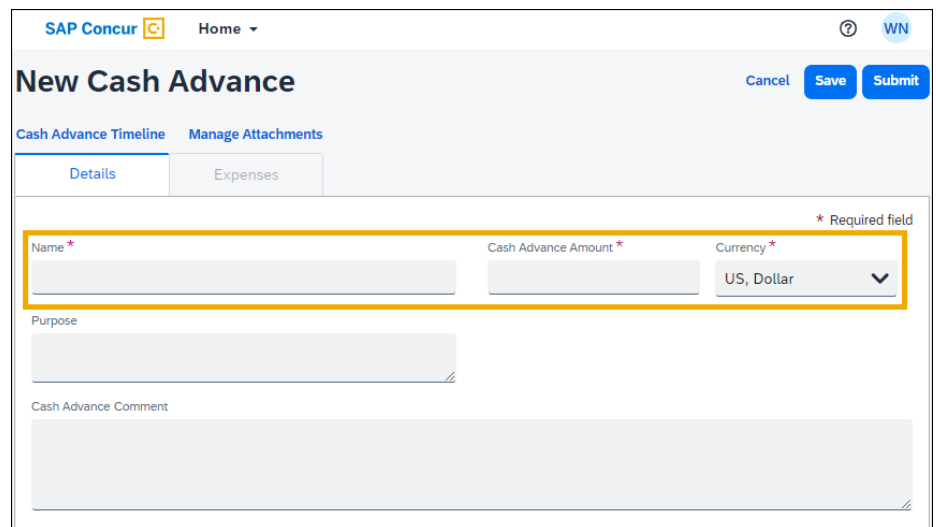
You can request a cash advance for upcoming business trips or business expenses.

1. From the SAP Concur home page, on the **Quick Task** bar, place your mouse pointer over **New**, and then select **New Cash Advance**.



2. Enter the appropriate information for the cash advance on the **New Cash Advance** page.

Your company defines the fields that appear on this page. Required fields are indicated with a red bar.



Depending on your configuration, an approver might already be assigned to you. If so, the cash advance is ready to submit.

For this example, you will see how to select an approver for your cash advance.

3. Select Cash Advance Timeline.

SAP Concur

Home

WN

Trip to Seattle

CancelSaveSubmit

Cash Advance Timeline

Manage Attachments

Details

Expenses

Name *

Trip to Seattle

Cash Advance Amount *

2,000.00

Currency *

US, Dollar

Purpose

Business Conference

Cash Advance Comment

Cash Advance Timeline

Trip to Seattle | \$2,000.00

Approval Flow

Edit

Comments History

Cash Advance Approval

Never, William

Cash Advance Reviewed

4. On the Cash Advance Timeline page, select Edit.

Cash Advance Timeline

Trip to Seattle | \$2,000.00

Approval Flow

Edit

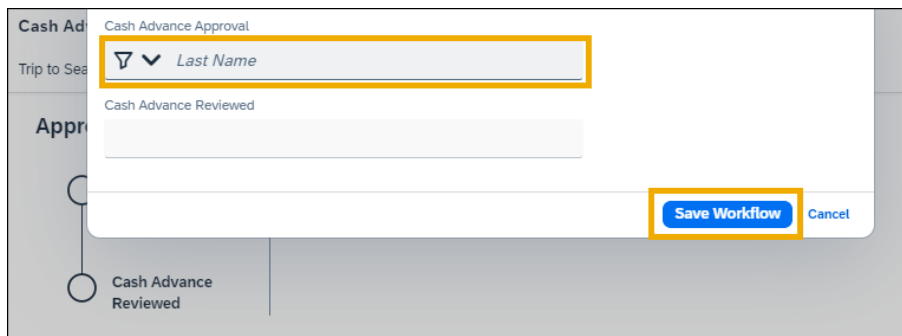
Comments History

Cash Advance Approval

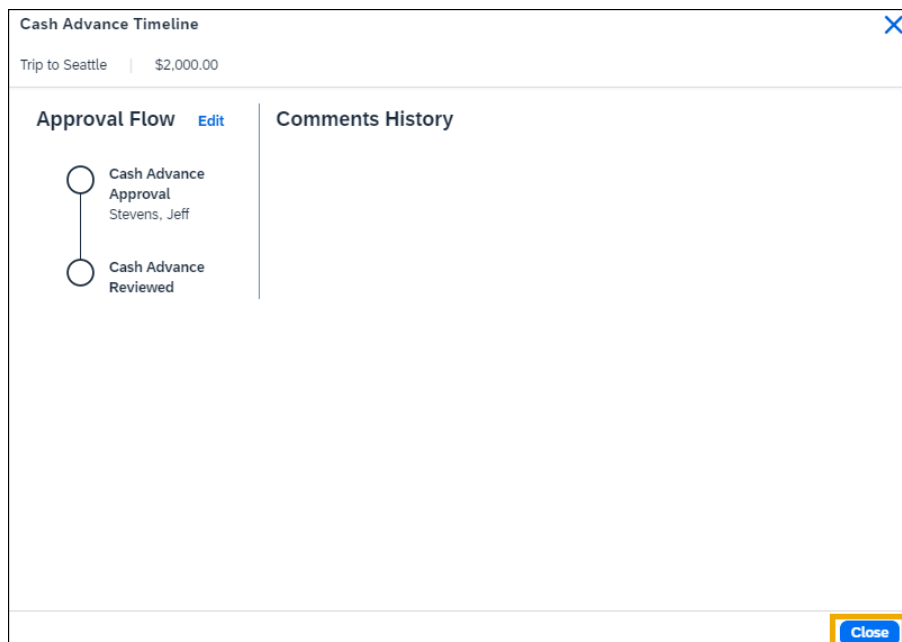
Never, William

Cash Advance Reviewed

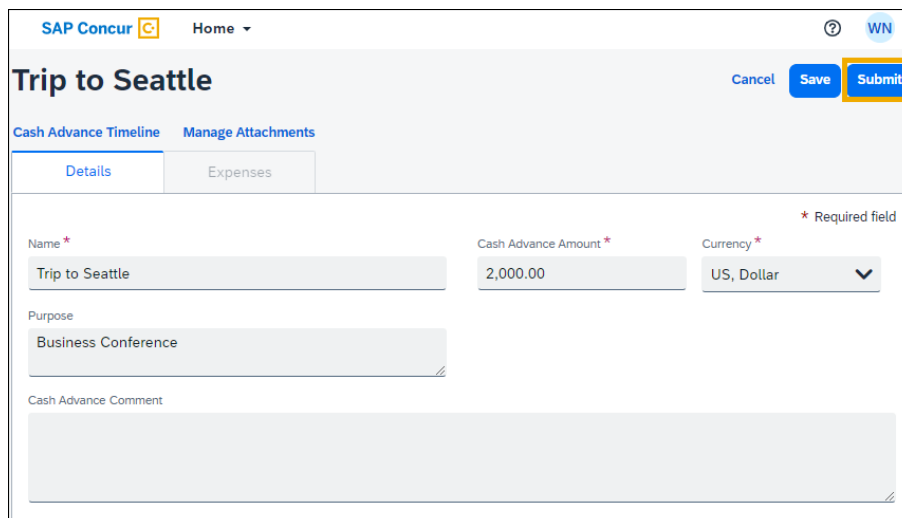
5. Search for and select the appropriate approver, and then select **Save Workflow**.




6. Select **Close**.



7. Select **Submit**.



The cash advance request has been submitted. Once it is approved, you will receive the cash for your trip. When your trip starts, you will need to add the cash advance to the appropriate expense report.

SAP Concur 

Home ▾

?

WN

Cash Advances

View: Active Cash Advances ▾

Request Cash Advance

Trip to Seattle

06/30/2023

\$2,000.00

Submitted

Pending Approval

William Never