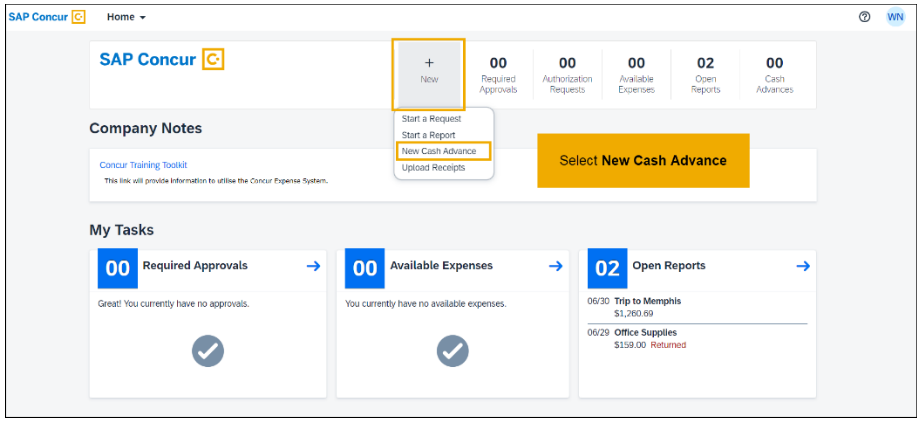
Creating Cash Advances

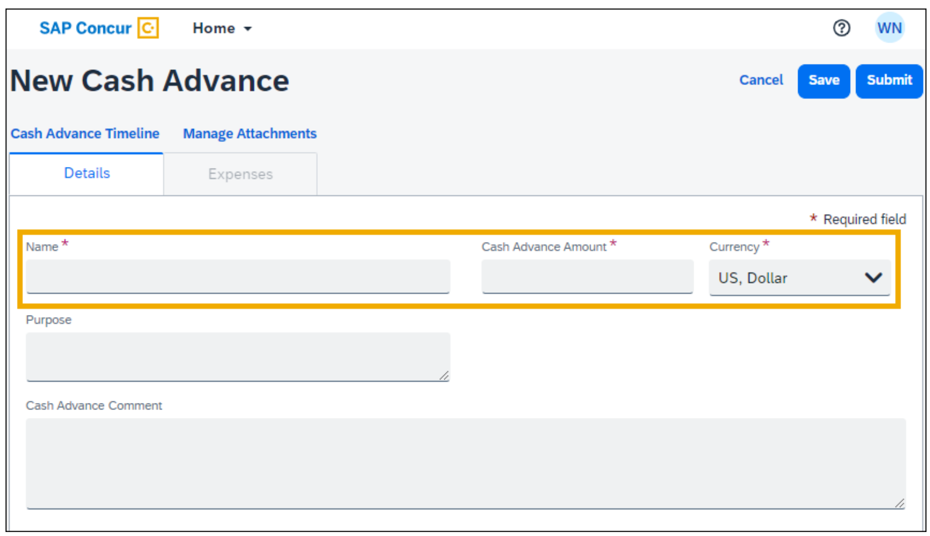
You can request a cash advance for upcoming business trips or business expenses.

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.

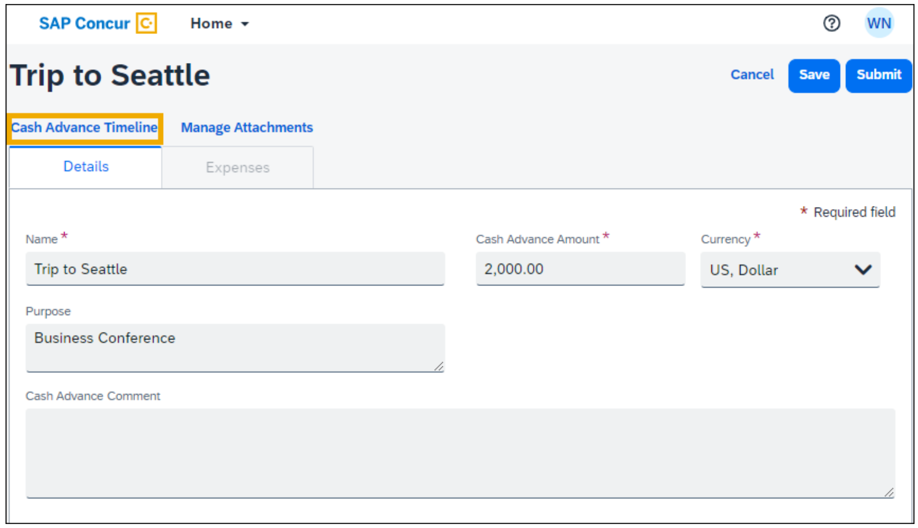
   Your company defines the fields that appear on this page. Required fields are indicated with a red bar.



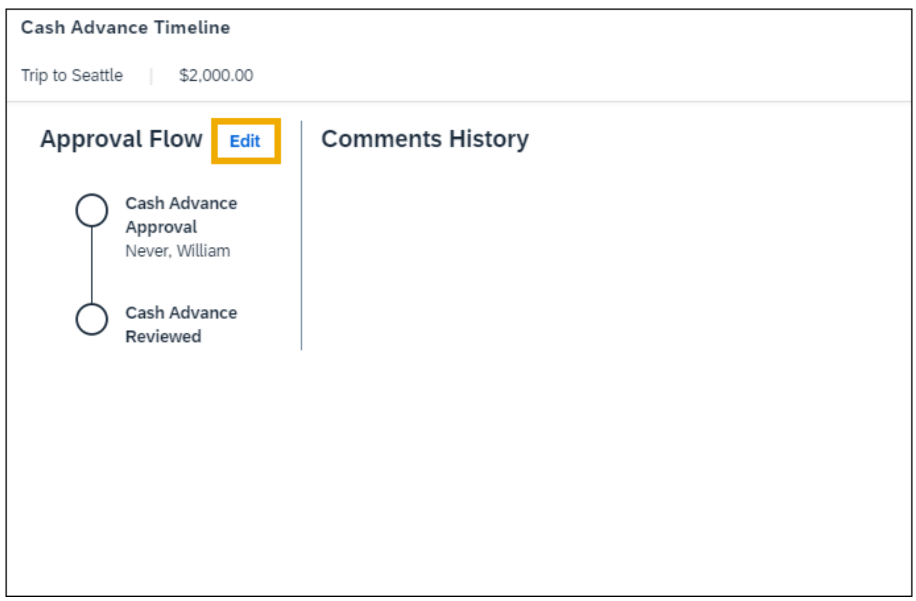
Depending on your configuration, an approver might already be assigned to you. If so, the cash advance is ready to submit.

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

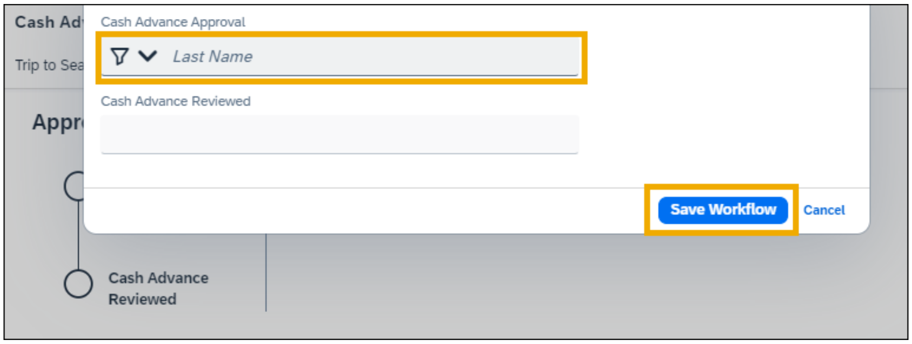
3. Select **Cash Advance Timeline**.



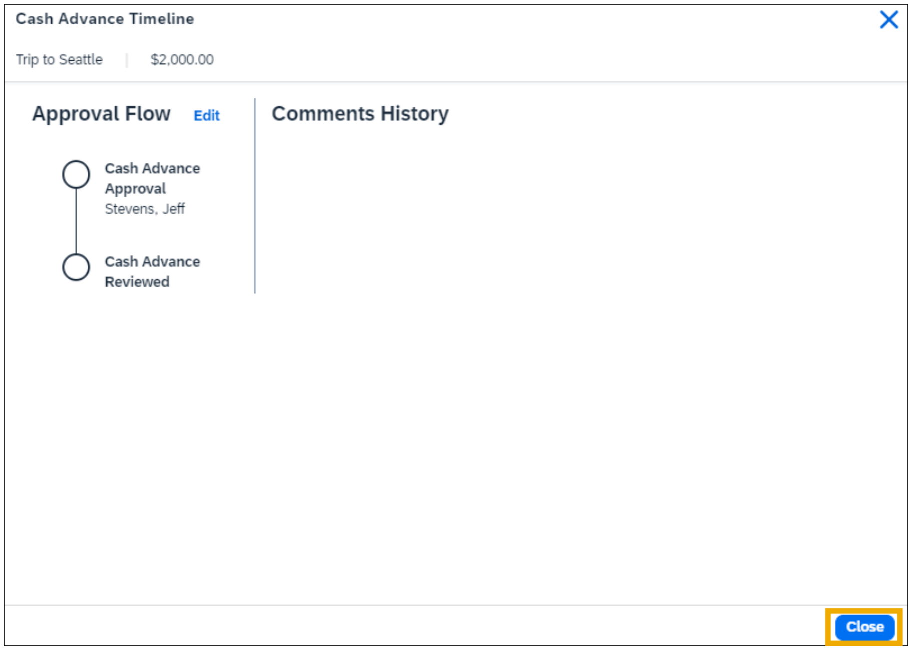
4. On the **Cash Advance Timeline** page, select **Edit**.



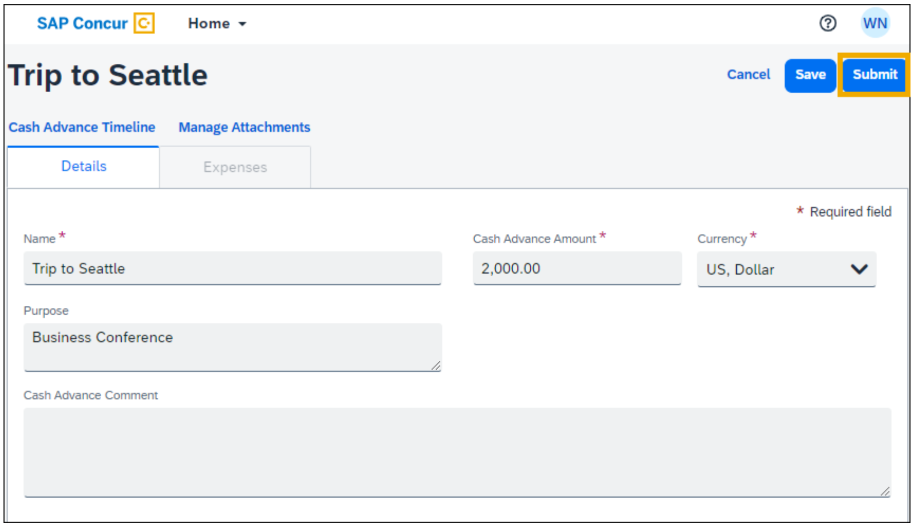
5. Search for and select the appropriate approver, and then select **Save Workflow**.



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.