



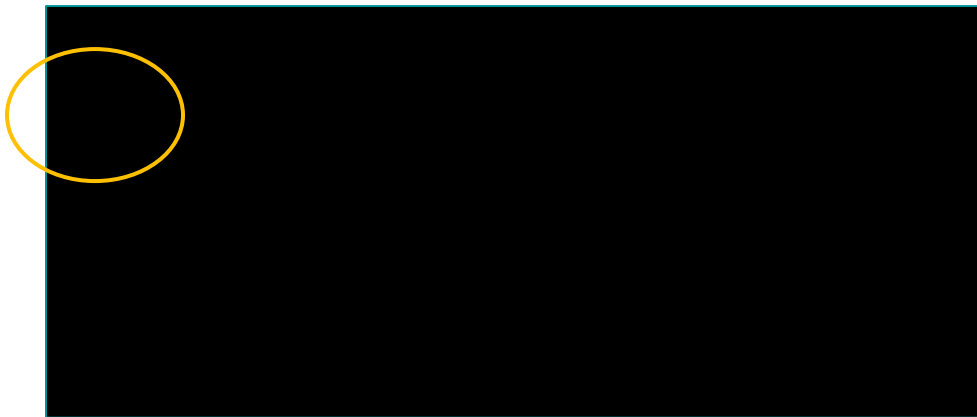
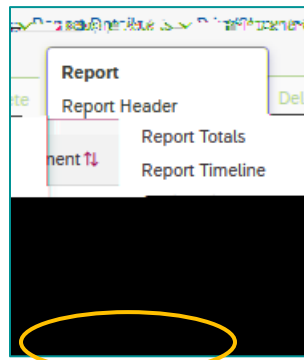
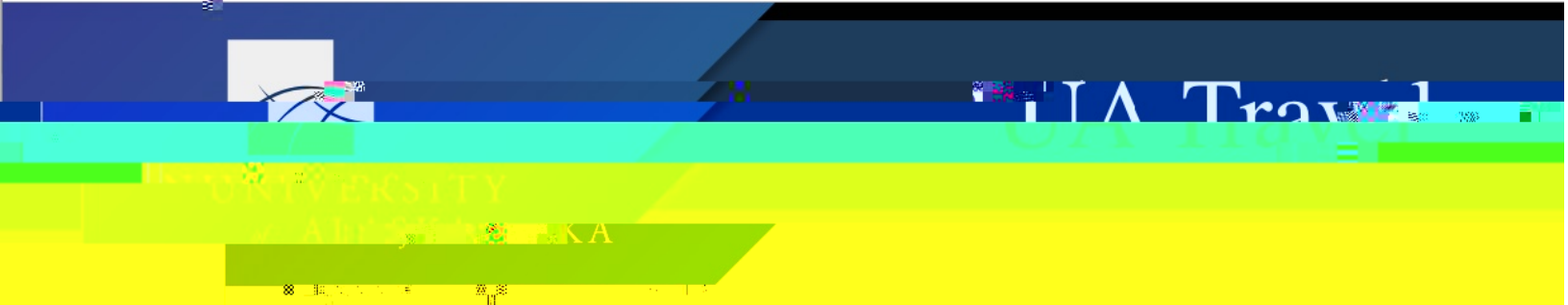
# Expense a Travel Advance

Since cash advances are available for other, non-travel purposes, the term “travel advance” is used when referring to UA travel policies and procedures. Alternatively, the proper noun “Cash Advance” is used when referring to Concur processes.

An issued Cash Advance is only cleared in Concur by including it on a Report upon trip completion or cancellation. Travel advances are paid from a Systems Office general ledger travel advance check is needed and was not deposited/cashed.

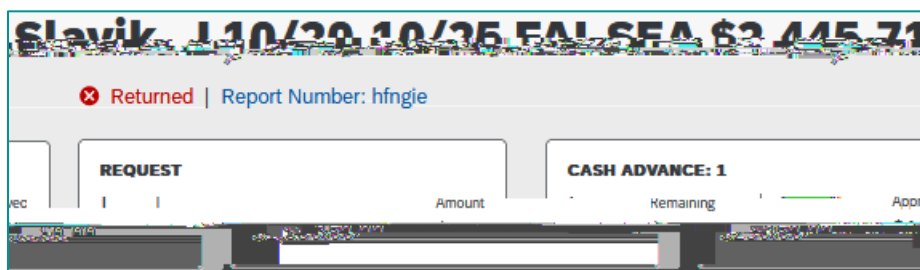
## Reconciling a Travel Advance

1. Users can view their Cash Advances on their Expense module dashboard – includes advances issued through Concur from an approved Request and cash withdrawals made on the travel card
  
2. Construct the Report with all expenses for the trip per usual
  - a. Use Payment Type “Out of Pocket” for expenses paid using the travel advance
  - b. Use Expense Type “Miscellaneous” for any banking/ATM fees associated with the advance
3. Under Report Details>Manage Cash Advances, select the applicable advance(s) and assign it to the Report
  - a. If Report is started from a Request and the advance was issued from the same Request, the Cash Advance automatically attaches to the Report
  - b. A comment on the Report does not apply the Cash Advance
  - c. Users cannot add a



| Available Cash Advances  |                   |             |                |               |
|--------------------------|-------------------|-------------|----------------|---------------|
| <input type="checkbox"/> | Cash Advance Name | Date Issued | Foreign Amount | Exchange Rate |
| <input type="checkbox"/> | Slavik, J10245-03 | 10/06/2023  | \$250.00       | \$1.00000000  |

e. Assigned advances are viewable on the Report window



4. Concur deducts the travel advance from the total reimbursable expenses

| Report Totals                |            |                              |            |
|------------------------------|------------|------------------------------|------------|
| Employee                     |            | zNotUsed-IBCP                |            |
| Employee Payments:           |            | \$478.15                     |            |
| Company:                     |            | zNotUsed-IBCP                |            |
| Amount Total:                | \$2,923.86 | Due Employee:                | \$1,309.25 |
| Owed Company:                | \$0.00     | Amount Due (zNotUsed-IBCP):  | \$886.46   |
| Less Personal Amount:        | \$478.15   | Amount Owed (zNotUsed-IBCP): | \$478.15   |
| Amount Total:                |            | \$2,923.86                   |            |
| Less Personal Amount:        |            | (\$478.15)                   |            |
| Amount Due (zNotUsed-IBCP):  |            | (\$886.46)                   |            |
| Amount Owed (zNotUsed-IBCP): |            | (\$478.15)                   |            |
| Amount Total:                |            | (\$2,923.86)                 |            |
| Less Personal Amount:        |            | (\$478.15)                   |            |
| Amount Due (zNotUsed-IBCP):  |            | (\$886.46)                   |            |
| Amount Owed (zNotUsed-IBCP): |            | (\$478.15)                   |            |
| Amount Total:                |            | (\$2,923.86)                 |            |
| Less Personal Amount:        |            | (\$478.15)                   |            |
| Amount Due (zNotUsed-IBCP):  |            | (\$886.46)                   |            |
| Amount Owed (zNotUsed-IBCP): |            | (\$478.15)                   |            |

5. If the reimbursable expenses do not cover the full Cash Advance amount, use Expense Type “Cash Advance Return” to record the remaining amount

| CASH ADVANCE: 1 |          |
|-----------------|----------|
| Amount          | \$120.00 |
| Remaining       | \$250.00 |

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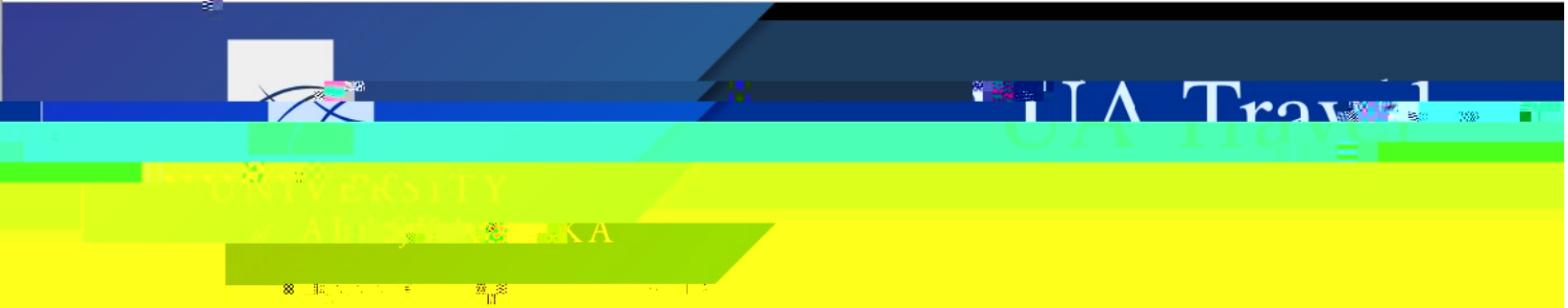
able Expenses + Create New Expense Avail

cash

Cash Advance Return

Expense Type

Cash Advance Return



6. Submit Report
7. Once the Report is