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.
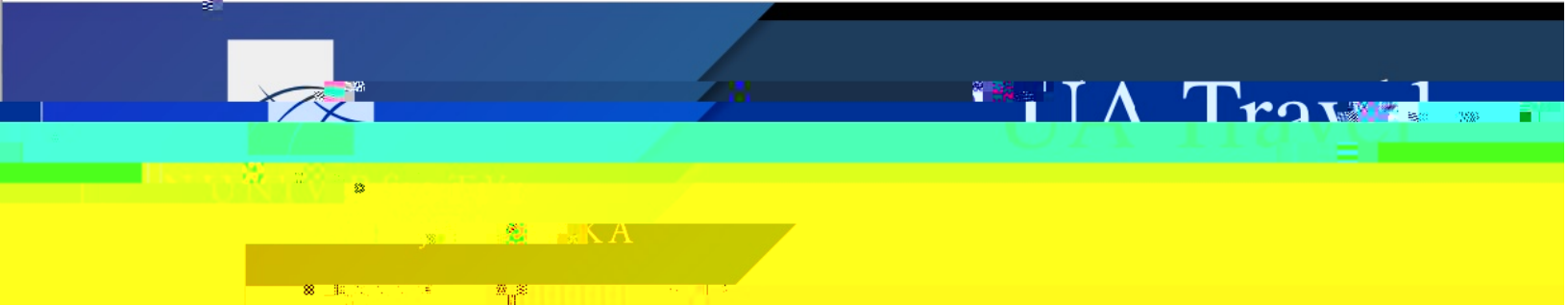
An issued Cash Advance is only cleared in Concur by including it on a Report upon trip completion or cancellation. Travel advances are paid from a Systems Office general ledger. They are not cleared from the general ledger until the Cash Advance is cleared in Concur. Travel advances are not cleared by only acting in Banner.

Note: Contact the Cash Advance Admin directly if the issued travel advance check is no longer 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
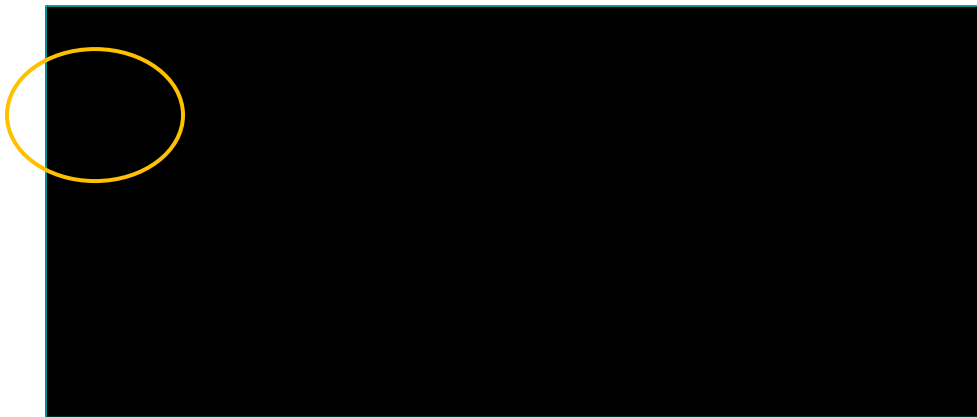
There are cash advances available to add to this request...

Slavik, J 10/29 10/25 FAI SEA $3,445.71

Menu Actions | Submit Request

Report
Report Header
Report Totals
Report Timeline

Available Cash Advances

	Cash Advance Name↑≡	Date Issued ↑↓	Foreign Amount ↑↓	Exchange Rate ↑↓	
	Slavik, J 10/29-20	10/06/2023	$250.00	$1.00000000	☑

e. Assigned advances are viewable on the Report window

Slavik, J 10/29 10/25 FAI SEA $3,445.71

❌ Returned | Report Number: hfngie

REQUEST | Amount | **CASH ADVANCE: 1** | Remaining | Approv

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

5. If the reimbursable expenses do not cover the full Cash Advance amount, use Expense Type "Cash Advance Return" to record the remaining amount
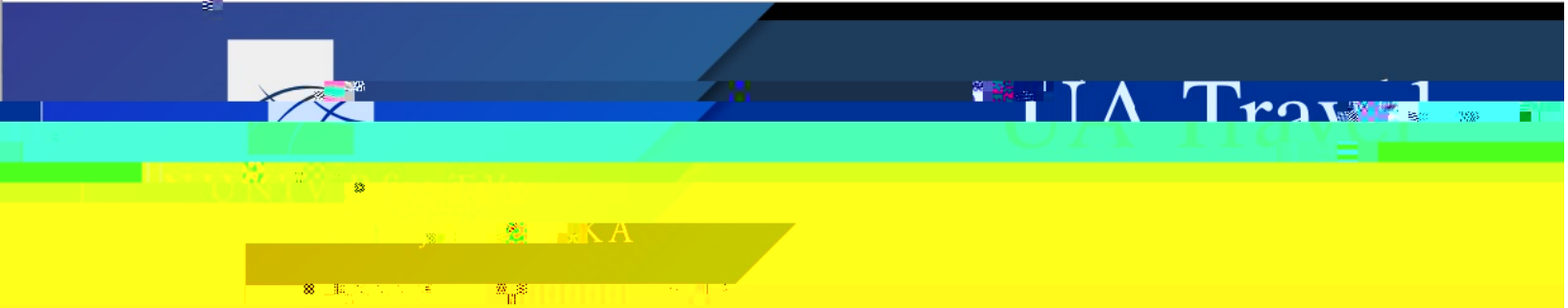
6. Submit Report
7. Once the Report is