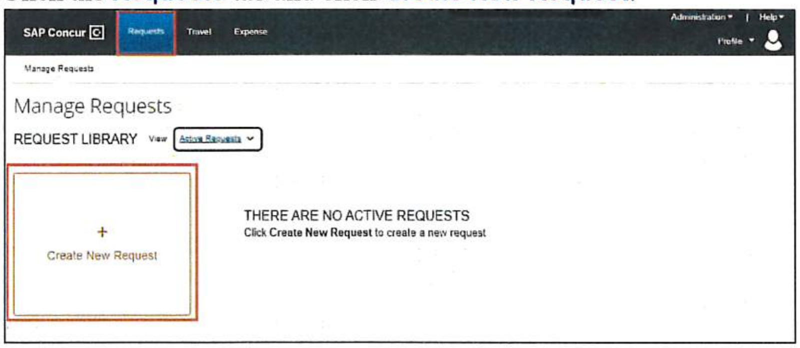
Creating and Submitting a Travel / Cash Advance

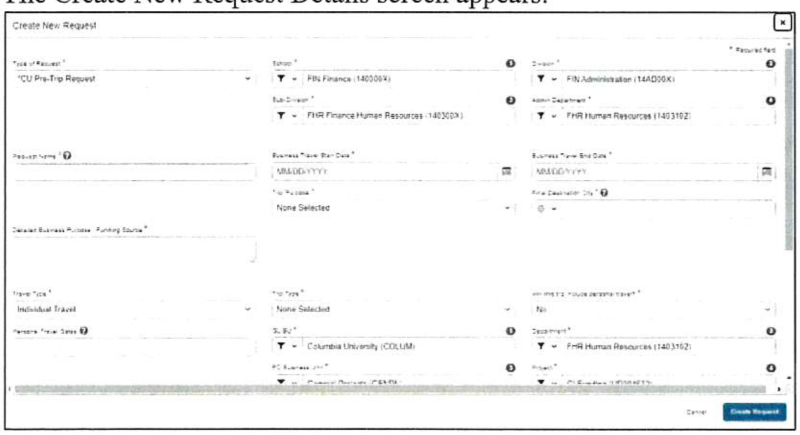
**Log into Concur at travel-expense.finance.columbia.edu

- You may request a **Travel Cash Advance** to cover out-of-pocket, incidental expenses that cannot reasonably be charged to a credit card. An advance should be requested within a reasonable period of time (10 to 20 days) before the trip and must be reconciled in an Expense Report after travel.
- A **Non-Travel Expense Cash Advance** may be requested to support start-up or operational costs on an intermittent or ongoing basis.
- If you are required to submit a Pre-Trip Request in order to be reimbursed for travel expenses, you may submit a **Pre-Trip Request with Advance**, if a Travel/Cash Advance is needed.

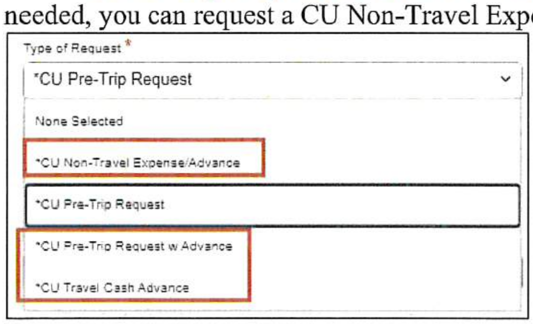
1. Click the **Requests** tab and click **Create New Request**.



The Create New Request Details screen appears.

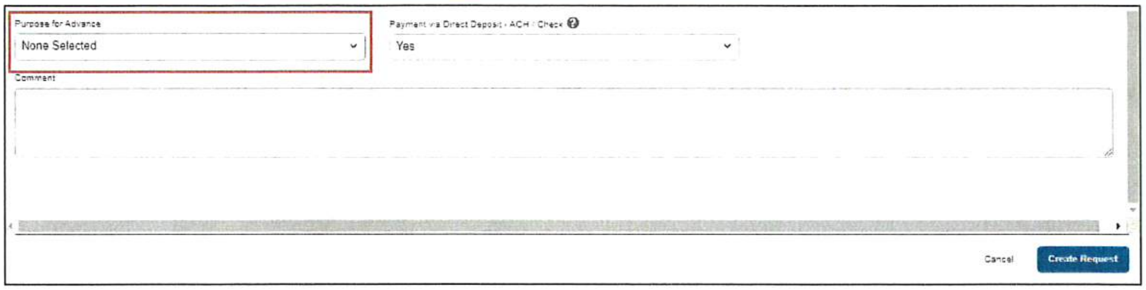


2. Select **CU Pre-Trip Request w/Advance** or **CU Travel Cash Advance** from the **Type of Request** dropdown. If needed, you can request a CU Non-Travel Expense Advance.



The Create New Request form appears. Complete the required **Request Header** fields indicated by a red asterisk * You can follow the steps described in the Pre-Trip Request section for CU Pre-Trip Request w/Advance and CU Travel Cash Advance. The CU Non-Travel Expense Advance form will not have a field for Final Destination.

3. Scroll down the form below the ChartFields and select the **Purpose for Advance** from the dropdown.



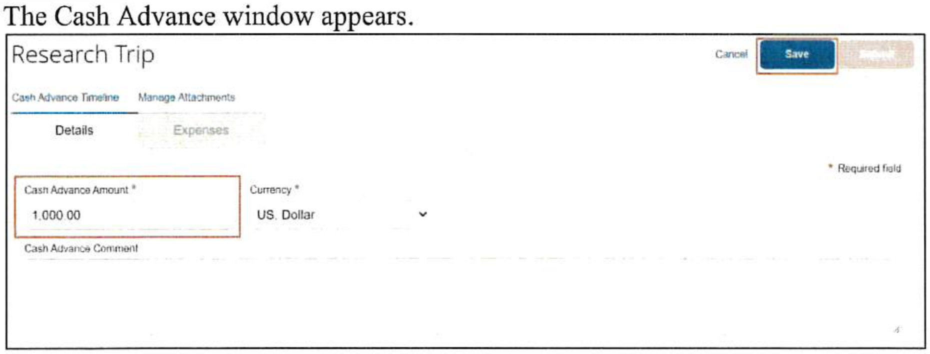
4. The **Payment via Direct Deposit/ACH/Check** dropdown will default to Yes. Make sure your preferred AP reimbursement method is updated in PAC. You will not be able to submit the request for processing if you select No.
   If you require payment via Wire, the request cannot be processed through Concur. You will need to create an incident in ServiceNow to request that Vendor Management setup a wire location and you will need to complete a wire request with Accounts Payable.
5. Click **Create Request**. The Expected Expenses list appears.

Adding the Cash Advance

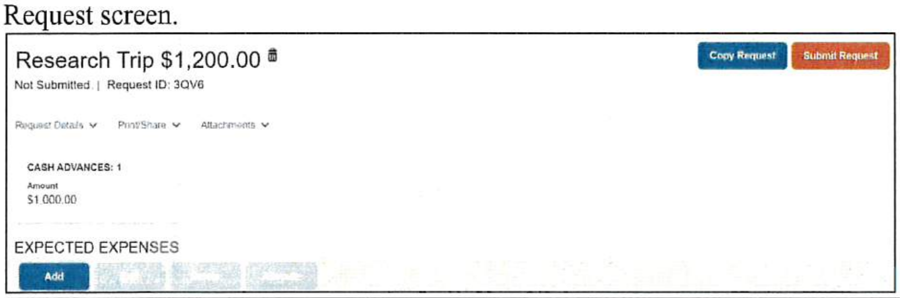
Refer to the section on Adding Expected Expenses to add your expected expenses to the Request. The Cash Advance amount cannot exceed the total Expected Expenses.

1. Click the Request Details dropdown and select Add Cash Advance.

The Cash Advance window appears.



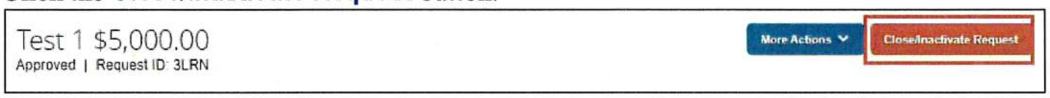
2. Enter the **Cash Advance Amount**, type a Comment, if needed, and click **Save**. The Cash Advance appears on the Request screen.



Closing/Inactivating Requests

If the Expense Types in your Request and Expense Report differ or if your Expense Report total is less than the Request total, the Request status will remain open. After your Expense Report is fully processed you can Close/Inactivate the Request to remove the Request from your Active list, if desired. In addition, if you have an active, approved Request where travel was canceled or did not take place, you can Close/Inactivate the Request.

1. Click the **Requests** tab. The list of Active Requests appears.
2. Click the link in the tile to open the Request.
3. Click the **Close/Inactivate Request** button.



Getting Help

Please contact the Finance Service Center
http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now
https://columbia.service-now.com