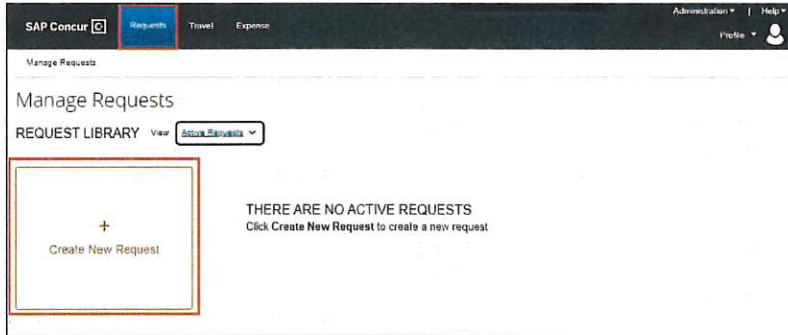


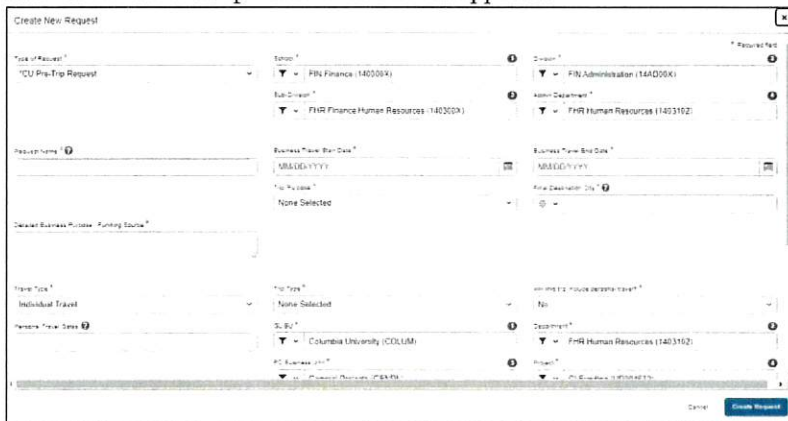
Creating and Submitting a Travel / Cash Advance

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

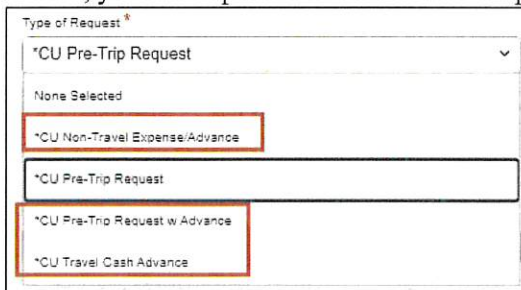
- You may request a **Travel Cash Advance** to cover out-of-pocket, incidental expenses that cannot reasonably be charged to a credit card. An advance should be requested within a reasonable period of time (10 to 20 days) before the trip and must be reconciled in an Expense Report after travel.
 - A **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.
- Click the **Requests** tab and click **Create New Request**.



The Create New Request Details screen appears.



- 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.

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

Columbia University Finance Training

Job Aid: Submitting Pre-Trip and Travel / Cash Advance Requests

The screenshot shows a web form for creating a request. At the top left, there is a dropdown menu labeled 'Purpose for Advance' with 'None Selected' chosen. To its right is another dropdown menu labeled 'Payment via Direct Deposit / ACH / Check' with 'Yes' chosen. Below these is a large text area for 'Comment'. At the bottom right, there are 'Cancel' and 'Create Request' buttons.

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 screenshot shows a dropdown menu titled 'Request Details'. Under the 'Request' section, 'Edit Request Header' is highlighted with a red box. Under the 'Linked Add-ons' section, 'Add Cash Advance' is highlighted with a red box.

The Cash Advance window appears.

The screenshot shows the 'Cash Advance' window for a 'Research Trip'. It has tabs for 'Details' and 'Expenses'. The 'Details' tab is active. There is a 'Cash Advance Amount' field with '1,000.00' entered and a 'Currency' dropdown set to 'US Dollar'. A 'Cash Advance Comment' field is below. At the top right, there are 'Cancel', 'Save', and 'Submit' buttons. A red box highlights the 'Cash Advance Amount' field.

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

The screenshot shows the 'Request' screen for a 'Research Trip \$1,200.00'. It shows 'Not Submitted | Request ID: 3QV6'. There are 'Copy Request' and 'Submit Request' buttons. Below, there is a 'Request Details' dropdown and a 'Print/Share' dropdown. A section titled 'CASH ADVANCES: 1' lists an 'Amount' of '\$1,000.00'. Below that is an 'EXPECTED EXPENSES' section with an 'Add' button.

Columbia University Finance Training

Job Aid: Submitting Pre-Trip and Travel / Cash Advance Requests

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.

Test 1 \$5,000.00
Approved | Request ID: 3LRN

More Actions ▾

Close/Inactivate Request

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>