

A pre-trip travel with cash advance request allows you to withdraw funds from your club account to be used to pay for travel expenses requiring cash payment. Expenses would include, but are not limited to:

- Gas
- Parking Fees
- Tolls

Steps to requesting a pre-trip travel with cash advance:

1. Log in to [Concur](#)
2. Click on **Start a Request** at the top of the page

Use the following codes:

Type of Request: * CU Pre-Trip Request w Advance

School: ATH Athletics (050000X)

Division: ATH Physical Education (05PE00X)

Sub-Division: ATH Physical Education (050300X)

Admin Department: ATH Club Sports (0503104)

Create New Request x

Type of Request *	School *	Division *
*CU Pre-Trip Request w Advance	ATH Athletics (050000X)	ATH Physical Education (05PE00X)
Sub-Division *	Admin Department *	
ATH Physical Education (050300X)	ATH Club Sports (0503104)	

Request name: Include your name and club sport

Include Travel **Start date** and **End date**

Trip Purpose: Athletics: Contest/Team Travel

Final Destination City: Where you are traveling to

Detail Business Purpose: Include Club Sport and detailed explanation of why you are requesting a travel advance

Request Name *	Business Travel Start Date *	Business Travel End Date *
<input type="text"/>	MM/DD/YYYY	MM/DD/YYYY
Trip Purpose *	Final Destination City *	Detailed Business Purpose / Funding Source *
Athletics - Contest/Team Travel	<input type="text"/>	<input type="text"/>

Travel type: Select Group Travel
Trip type: Select Domestic/ Non-Travel
Will this trip include personal travel: NO
Personal Travel: Leave blank
GL BU: Columbia University
Department: ATH Club Sports (0503104)

PC Business Unit: General Projects (GENRL)
Project: Club Sports Events (UR001774)
Activity: Club Sports Events (01)
Initiative:Undefined Initiative (00000)
Segment: Use your Club Sport Segment #
Site: Leave Blank

Travel Type * Group Travel	Trip Type * Domestic / Non-Travel	Will this trip include personal travel? * No
Personal Travel Dates ? 	GL BU * (1) Columbia University (COLUM) x	Department * (2) ATH Club Sports (0503104) x
PC Business Unit * (3) General Projects (GENRL) x	Project * (4) CLUB SPORTS EVENTS (UR001774) x	Activity * (5) CLUB SPORTS EVENTS (01) x
Initiative * Undefined Initiative (00000) x	Segment * 	Site

Purpose for Advance: Student Travel
Payment via Direct Deposit/ACH/Check: Yes
Comment: Include Club Sport and detailed explanation of why you are requesting a travel advance or just copy and paste Detailed Business Purpose

Click on **Create Request**

Add Expected Expenses

Input Transaction Amount for the specific expense

In Comment section explain in detail the expense

Click on **Save**

Add other expected expenses if necessary

Click on **Submit Request**

Click **Accept & Continue**

Select **Brian Jines as the Initial Reviewer**

Submit Report