COLUMBIA RECREATION

How to Guide for a Cash Advance for a Non Travel Expense

Non travel expenses requiring **cash payment** would include, but are not limited to:
- Contest registration fees
- Supplies

Steps to requesting a non travel/expense cash advance:
1. Log in to Concur
2. Click on **Requests** at the top of the page
3. Create New Request

Use the following codes:
Type of Request: *CU Non-Travel Expense/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		✕
		* Required field
Type of Request *	School * ①	Division * ②
*CU Non-Travel Expense/Advance ⌄	ATH Athletics (050000X) ✕ ⌄	ATH Physical Education (05PE00X) ✕ ⌄
Sub-Division * ③	Admin Department * ④	
ATH Physical Education (050300X) ✕ ⌄	ATH Club Sports (0503104) ✕ ⌄	

Request name: Include your name and club sport
Start date and **End date** of Expense
Detail Business Purpose: Include Club Sport name and detailed explanation of why you are requesting a non-travel expense/advance
GL BU: Columbia University   **Activity**: Club Sports Events (01)
Department: ATH Club Sports (0503104)   **Initiative**:Undefined Initiative (00000)
PC Business Unit: General Projects (GENRL)   **Segment:** Use your Club Sport Segment #
Project: Club Sports Events (UR001774)   **Site:** Leave Blank

Request Name * ❓	Start Date of Expense *	End Date of Expense *
	MM/DD/YYYY 🗓	MM/DD/YYYY 🗓
Detailed Business Purpose / Funding Source *	GL BU * ①	Department * ②
	Columbia University (COLUM) ✕ ⌄	ATH Club Sports (0503104) ✕ ⌄
	PC Business Unit * ③	Project * ④
	General Projects (GENRL) ✕ ⌄	CLUB SPORTS EVENTS (UR001774) ✕ ⌄
Activity * ⑤	Initiative *	Segment *
CLUB SPORTS EVENTS (01) ✕ ⌄	⌄	⌄
Site		
⌄		

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

Create Request

Purpose for Advance	Payment via Direct Deposit / ACH / Check ❓
None Selected ⌄	Yes ⌄
Comment	