

How to Request a Cash Advance

Before cash advance access can be granted in Concur, a pre-approval email will need to be sent to Cash & Treasury Services at <u>cashtreasury-l@lists.clemson.edu</u>. Once you are preliminarily approved, access will be granted in Concur to request an advance.

Step One: Create a travel request in Concur and add all the expected expenses. <u>Do not submit</u> the request. For a step-by-step guide on how to create a request, click <u>here</u>.

Step Two: Click **Request Details > Add Cash Advance.**

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Step Three: The cash advance will be automatically added to the report and will give you the max amount allowable.

Note: Employees are only eligible to receive up to 80% of expense totals eligible for cash advance. Concur has these calculations configured into the system.

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Optional: The cash advance box can be clicked which allows the traveler to reduce the total cash advance if desired.

Step Four: When the cash advance is added the request can be submitted. Requests will route through the normal workflow and will be approved by Cash & Treasury services. Cash advances will not be deposited more than 3 business days in advance of the travel departure date.

For more detailed information, visit Cash & Treasury Services.