



## 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 [cashtreasury-1@lists.clemson.edu](mailto:cashtreasury-1@lists.clemson.edu). 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. **Do not submit** the request. For a step-by-step guide on how to create a request, click [here](#).

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

SAP Concur Conference \$2,245.00  
Not Submitted | Request ID: 3X4V

Request Details | Print | Attachments

EXPENSES

Expense type	Details	Date	Amount	Requested
Fare	Greenville (GSP) - Houston (IAH) - Round Trip	09/25/2023	\$500.00	\$500.00
<input type="checkbox"/> Lodging/Hotel	Houston, Texas	09/25/2023	\$1,200.00	\$1,200.00
<input type="checkbox"/> Travel Allowance (Per Diem)	George Bush Intercontinental (Airport - IAH), Houston, Texas	09/25/2023	\$345.00	\$345.00
<input type="checkbox"/> Car Rental	Houston, Texas - Houston, Texas	09/25/2023	\$200.00	\$200.00
				\$2,245.00

SAP | Anthony TRAVEL | Last signed in: 09/12/2023 04:10 am

**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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**CASH ADVANCES: 1**  
 Amount  
 \$1,236.00

**EXPECTED EXPENSES**

<input type="checkbox"/>	Alerts	Expense type	Details	Date	Amount	Requested
<input type="checkbox"/>		Airfare	Greenville (GSP) - Houston (IAH) : Round Trip	09/25/2023	\$500.00	\$500.00
<input type="checkbox"/>		Lodging/Hotel	Houston, Texas	09/25/2023	\$1,200.00	\$1,200.00
<input type="checkbox"/>		Travel Allowance (Per Diem)	George Bush Intercontinental (Airport - IAH), Houston, Texas	09/25/2023	\$345.00	\$345.00
<input type="checkbox"/>		Car Rental	Houston, Texas - Houston, Texas	09/25/2023	\$200.00	\$200.00
						<b>\$2,245.00</b>

**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](#).