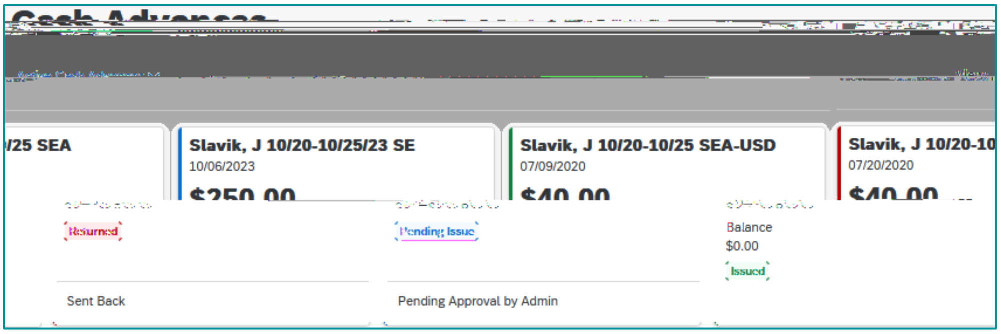
4. Submit Request
    a. Concur evaluates the Cash Advance according to the audit rule
    b. If needed, correct the amount requested or delete the Cash Advance and Submit Request to re-evaluate the audit flag
5. Cash Advance Admin receives notification from Concur once the Request is fully approved (including “Pending on-line Booking” status)
    a. Cash Advance Admin only receives notification via the Cash Advance field, a comment on the Request does not trigger any action
    b. If Cash Advance is excluded from the Request, traveler or delegate must contact their Cash Advance Admin directly
6. Cash Advance Admin reviews the Request and either approves or declines the travel advance
    a. They may contact the traveler or delegate for additional information
    b. They can approve the travel advance at a lower amount than requested
    c. When applicable, they post-date the issue date in Concur, so payment is not received too far in advance of the trip start date
7. Once issued by the Cash Advance Admin, the advance is included in the nightly Concur extract which pulls the financial transactions from that day
    a. UA computer program runs the next morning to create an invoice in Banner and pay the Cash Advance
    b. Post-dated advances are post-dated in Banner
8. Systems Office issues travel advances either through direct deposit or physical check
    a. Direct deposits on travel payments generally take 2-3 business days to fully process through the banks (from the time payment is issued to the time the funds are available in the traveler's account)
    b. Physical checks are printed by and mailed from the traveler’s campus as assigned in Concur
    c. Checks are mailed to the most recent AP, HR, or MA address in Banner (whichever is newest), not the address in Concur, unless the department asks the campus to hold the check for pickup
9. Users can view their Cash Advances by selecting “Cash Advances” from the Quick Task Bar on their homepage



/25 SEA

Returned

Sent Back

Slavik, J 10/20-10/25/23 SE
10/06/2023
$250.00

Pending Issue

Pending Approval by Admin

Slavik, J 10/20-10/25 SEA-USD
07/09/2020
$40.00

Balance
$0.00

Issued

Slavik, J 10/20-10
07/20/2020
$40.00

The travel advance is paid from a campus general ledger account (0256) using the associated campus fund one. The traveler must reconcile the advance via a Report in Concur upon trip completion or cancellation. Once the Report is approved for payment, the advance is cleared from the general ledger.

9 October 2023