Overview

Employees are able to request a cash advance in Concur to cover out-of-pocket expenses for travel or hosting. Please be aware of the following when requesting a cash advance:

- **Delegates** – Expense delegates are NOT able to request cash advances on behalf of another employee. You must request your own cash advance in the Concur system.

- **Limited Data Fields** – The *Cash Advance* pane has seven fields, a limited number to capture the data required by the U-M to track and account for the requests. Therefore, you must follow strict data entry guidelines (listed in the procedure) for these fields.

- **Approval Workflow** – Requests cannot be routed to multiple approvers. Check with your department to determine who you define as your *Cash Advance Approver* in your Concur Expense Profile.

- **Two Tier Approvals** – Cash advance requests are approved by a single departmental approver and a *Cash Advance Administrator* in Procurement Services. Both approvers will reject requests with incorrect/incomplete data or which violate U-M Cash Advance policies.

- **Rejected Cash Advances** – Rejected cash advance will be returned to the employee for correction. Concur notifies you that your request is rejected and you can see all comments as to why it was rejected. After making changes, resubmit the cash advance for approval.

Cash advance requests must be approved electronically in Concur prior to being granted to employees. The approval process is two-tiered, including:

- **Unit Approval** – The individual entered as the *default cash advance request approver* in the employee’s (i.e., requestor’s) Expense Profile is responsible for ensuring that the request is complete and appropriate for the unit.

- **Cash Advance Administrator Approval** – Procurement Services approves all cash advance requests prior to releasing the funds to employees.

⚠️ Cash advance requests cannot be routed in Concur for multiple unit approvals.

This procedure provides instructions on how to:

- [Request a Cash Advance](#)
- [Approve a Cash Advance](#)
Request a Cash Advance

Navigation
Wolverine Access > Faculty & Staff > University Business > Travel & Expense (Concur)
Concur > Expense

Active Reports Pane

Create a New Cash Advance Pane

1. Hover over **Cash Advances**.
2. Click **New Cash Advance**.

⚠️ Cash advance requests will be **rejected** if the proper data is not entered.

3. Type a **Cash Advance Name**.
   **Note:** This field permits a maximum of 40 characters.

4. Type the requested cash advance amount in the **Cash Advance Amount** field. The minimum amount that can be requested is $300.

5. Type a **Business Purpose** for the trip/event.

6. If desired, type a **Comment**.

7. Select a **Travel Start Date** and **Travel End Date**.

8. Type a **Destination** (e.g. Chicago, Illinois or Michigan League, Ann Arbor, MI).

9. If desired, click the **Documents** tab to attach documentation to the cash advance request. If more than one attachment is added, they are combined. To delete any one attachment, the entire combined file is deleted.
   **Note:**

10. Click **Submit**.

**Note:** If the **Approval Flow** or **Documents** tab is clicked before saving the cash advance, the system will save the cash advance automatically.
11. Review the attestation and click **Accept** to submit the cash advance request.

12. View your cash advance request status (including approvals and comments) on the **Active Cash Advances** pane.

13. If desired, cash advance requests can be recalled after submission. Click **Recall** if you would like to retract the request.
Approve a Cash Advance

Approval Guidelines
Approvers should review the cash advance request for the following required data:

<table>
<thead>
<tr>
<th>Field</th>
<th>Data/Format</th>
<th>Example of Rejection Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>The Amount should be a minimum of $300. Requests $5,000 - $10,000 require approval by Department Chair, Department Manager for non-academic units, or Senior University Officer responsible for the fund charged. Requests over $10,000 require approval from Chancellor, Vice Chancellor, Vice President, major University Director, or Senior University Officer.&quot;</td>
<td>Rejected for insufficient Amount. Cash Advances should be for at least $300.</td>
</tr>
<tr>
<td>Business Purpose</td>
<td>Reason for advance (i.e., conference or event name).</td>
<td>Rejected for insufficient business purpose.</td>
</tr>
<tr>
<td>Travel Start Date</td>
<td>Travel start date or event date</td>
<td>Rejected for insufficient date. Cash Advances should be requested within 30 days of the trip/event start date.</td>
</tr>
<tr>
<td>Travel End Date</td>
<td>Travel end date or event date</td>
<td>Rejected for insufficient date. Cash Advances should be requested within 30 days of the trip/event start date.</td>
</tr>
<tr>
<td>Destination</td>
<td>Conference or event location</td>
<td>Rejected for insufficient destination.</td>
</tr>
<tr>
<td>Comment</td>
<td>Procurement does not require a comment, but your department may.</td>
<td>Rejected for insufficient Comment data.</td>
</tr>
</tbody>
</table>

Important Information
Concur notifies you via a system-generated email (AutoNotification@con cursolutions.com) when a cash advance request requires your approval.

Cash Advance Request Approval Email

1. Review the details in the email, including the Employee Name, Cash Advance Name and Amount Requested to identify the request requiring approval.

2. Click the link to access Concur upon authentication to Wolverine Access.

Note: Log into Concur using your Uniqname and Kerberos Password.
If you receive a cash advance request that should be approved by another in your unit:

- Verify with your department who the appropriate approver is for your department or that employee.
- Reject the request.
- In the required Reject Cash Advance comment field, indicate that the employee enter the appropriate individual as their default cash advance approver in their Expense Profile and enter a new request.

**Navigation**

Wolverine Access > Faculty & Staff > University Business > Travel & Expense (Concur)

**Concur > Quick Task Bar**

3. Click Required Approvals on the Quick Task bar.

**Cash Advance Approval List**

4. Click Cash Advances.
5. Click the appropriate link in the Cash Advances list.

**Cash Advance Details**

6. Review the cash advance fields for required data.

**Note:** See the Approval Guidelines above for more information.

7. Review the Documents tab for additional information that may have been added. Adding documents is optional.

8. Click the applicable button:
   - Click Approve to approve the request.
   - Click Send Back to Employee to reject the request.
Final Confirmation Pop-Up Box

Note: This step only applies when approving a cash advance, not when rejecting a cash advance.

9. Click Accept to attest as an authorized cash advance approver.

Comment Pop-Up Box(es)

10. Enter an Approve or Send Back to Employee Comment, as appropriate.

⚠️ Rejection comments are required and should include the reason for the rejection and any information to correct the request so that the employee can resubmit the request, if appropriate.

11. Click OK.