



# How to request a cash advance in Concur



The cash advance option isn't automatically available in Concur. If you need a cash advance, talk to your supervisor. Your agency will decide if you should have access to the cash advance option. They'll email [concur@utah.gov](mailto:concur@utah.gov) to request access for you.

Once the cash advance option is added to your profile, you'll be able to request a cash advance for any trip. But if you travel often, we prefer you have a p-card instead of using the cash advance option. Ask your agency about getting a p-card if you travel a lot.

## Start with a travel request

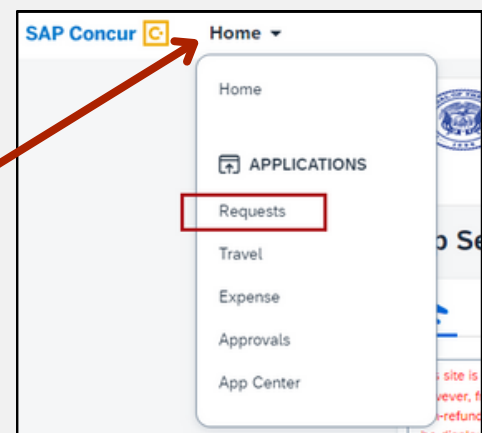
Cash advances must be added to a travel request before it's submitted for approval.



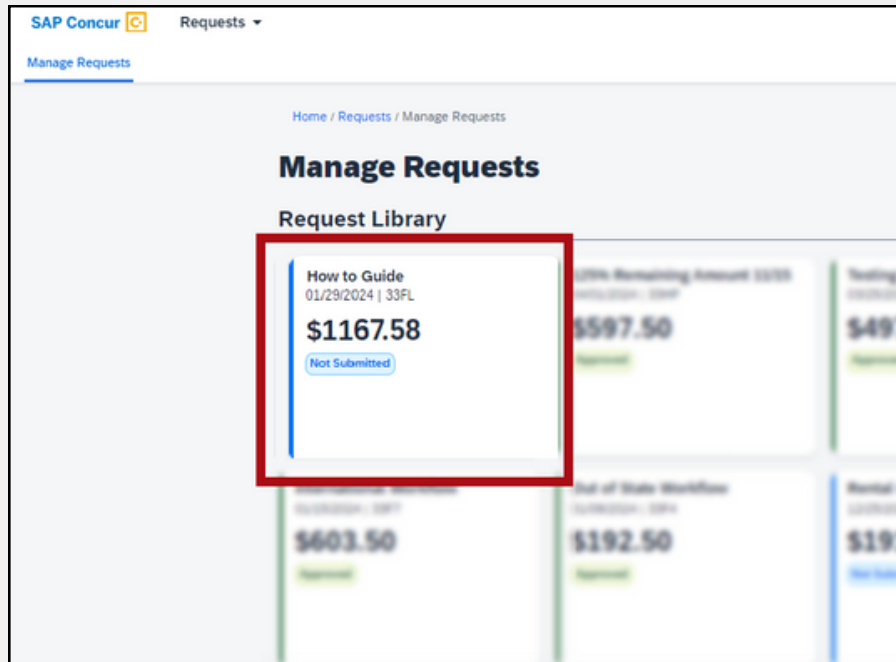
If you haven't created a travel request for your trip yet, do that now. Follow our how-to guide if you need help: [How to create and submit a travel request in Concur](#). Come back here before submitting your request.

If you've already created your travel request, log into Concur to open it.

To open a saved travel request, click the **Home** drop-down menu in the upper left, and click **Requests**.



From the Request Library, select the travel request you want to add a cash advance to. Remember, cash advances can only be added to travel requests that haven't been submitted.



## Calculate the cash advance



Travelers are given 90% of the expected cost of lodging, meals and incidental expenses, parking, taxis, and rideshares.

Before requesting the cash advance, you'll need to do a little calculation from the Expected Expenses screen.

The screenshot shows the 'Expected Expenses' screen for a request titled 'How to Guide \$1,167.58'. The screen includes a table of expenses with columns for 'Expense type', 'Details', 'Date', 'Amount', and 'Requested'. The total amount is \$1,167.58.

Expense type	Details	Date	Amount	Requested
Travel Allowances	St George, Utah	03/04/2024 - 03/07/2024	\$206.50	\$206.50
Hotel Reservation	St George, Utah	03/04/2024	\$400.00	\$400.00
Air Ticket	Salt Lake City (SLC) - Denver (DEN) - Round Trip	03/04/2024	\$150.00	\$150.00
Car Rental	Denver, Colorado - Denver, Colorado	03/04/2024	\$75.00	\$75.00
Fuel Reimbursement	I need to return the rental car full	03/04/2024	\$70.00	\$70.00
Parking Reimbursement	I have to drive myself to the airport and pay for parking	03/04/2024	\$30.00	\$30.00
Registration Fees	I need to attend this conference to better understand my job.	03/04/2024	\$200.00	\$200.00
Personal Car Mileage	Ogden, UT, USA - Salt Lake City International Airport (SLC), W Terminal Dr. Salt Lake City, UT 84122, USA	03/04/2024	\$36.08	\$36.08
				<b>\$1,167.58</b>

On the Expected Expenses screen, add up the costs of the travel allowance (this is your meal and incidental expense allowance), lodging, parking, taxis, and rideshares. Multiply the total by .9 to calculate 90%—this is the amount of your cash advance.

In this example, the travel allowance, hotel, and parking are all eligible for a cash advance.

EXPECTED EXPENSES						
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Allocate"/>						
<input type="checkbox"/>	Alerts↓↑	Expense type↓↑	Details↓↑	Date↓↑	Amount↓↑	Requested↓↑
<input type="checkbox"/>		Travel Allowances	St George, Utah	03/04/2024 - 03/07/2024	\$206.50	\$206.50
<input type="checkbox"/>		Hotel Reservation	St George, Utah	03/04/2024	\$400.00	\$400.00
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<input type="checkbox"/>		Parking Reimbursement	I have to drive myself to the airport and pay for parking	03/04/2024	\$30.00	\$30.00
<input type="checkbox"/>		Registration Fees Attendees (1)	I need to attend this conference to better understand my job.	03/04/2024	\$200.00	\$200.00
<input type="checkbox"/>		Personal Car Mileage	Ogden, UT, USA - Salt Lake City International Airport (SLC), W Terminal Dr, Salt Lake City, UT 84122, USA	03/04/2024	\$36.08	\$36.08
						<b>\$1,167.58</b>


1 Add up the eligible expenses

Travel allowance: \$206.50  
 Hotel: \$400  
 Parking: \$30  
 Total: \$636.50

2 Multiply the total by .9 to calculate 90%

$$\$636.50 \times .9 = \$572.85$$

\$572.85 is the total amount of the cash advance.

Write down your cash advance total, because you'll need it later. 



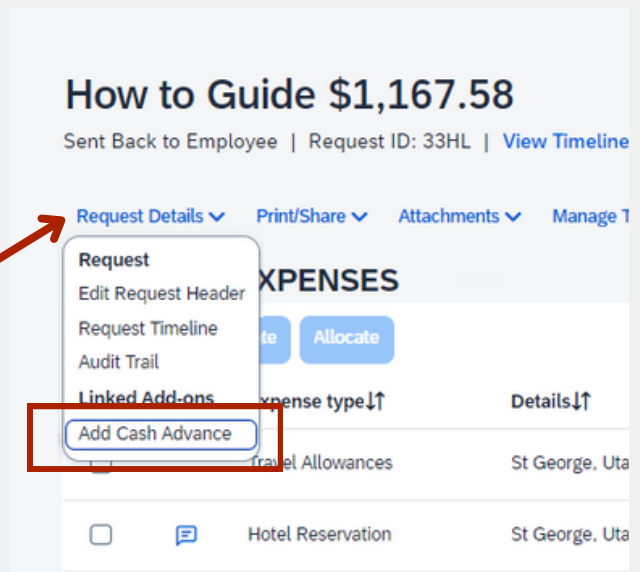
Remember, you can't request a cash advance for expenses that will be paid for with a p-card or by a third party. So exclude any of those expenses from your calculation.

# Add the cash advance

Now that you've calculated the cash advance total, you can add it to your travel request.

On the Expected Expenses screen, click the blue text **Request Details**

Then click **Add Cash Advance** from the drop-down menu.



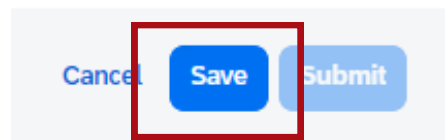
You'll see a new screen. Fill in the fields in the Details tab.

A screenshot of the "How to Guide" form. At the top, it says "How to Guide" and has "Cancel", "Save", and "Submit" buttons. Below that, there are tabs for "Cash Advance Timeline" and "Manage Attachments". The "Details" tab is active. It contains two main fields: "Cash Advance Amount" with a red circle '1' next to it, and "Cash Advance Comment" with a red circle '2' next to it. The "Cash Advance Amount" field is followed by a "Currency" dropdown menu set to "US, Dollar". A red asterisk and "Required field" label are visible in the top right corner of the form area.

1. In the **Cash Advance Amount** field, enter the amount you calculated. In our example, we'd enter \$572.85.

2. In the **Cash Advance Comment** field, write any comments you'd like your approver to see. This field is optional, but follow your agency's guidance on how to fill in this field.

Click the blue button **Save** in the upper right.



You're back at the Expected Expenses screen, and the cash advance has been added!

**How to Guide \$1,167.58**  
Sent Back to Employee | Request ID: 33HL | [View Timeline](#)

[Request Details](#) | [Print/Share](#) | [Attachments](#) | [Manage Travel Allowance](#)

**CASH ADVANCES: 1**  
Amount: \$572.85

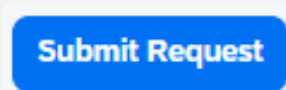
**EXPECTED EXPENSES**

[Add](#) [Edit](#) [Delete](#) [Allocate](#)

<input type="checkbox"/>	Alerts↑↓	Expense type↑↓	Details↑↓
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<input type="checkbox"/>		Hotel Reservation	St George, Utah
<input type="checkbox"/>		Air Ticket	Salt Lake City (SLC) - Denver (DEN) : Round Trip
<input type="checkbox"/>		Car Rental	Denver, Colorado - Denver, Colorado
<input type="checkbox"/>		Fuel Reimbursement	I need to return the rental car full

## Submit your travel request

From the Expected Expenses screen, click the blue button **Submit Request** in the upper right.



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[More Actions](#) **Submit Request**