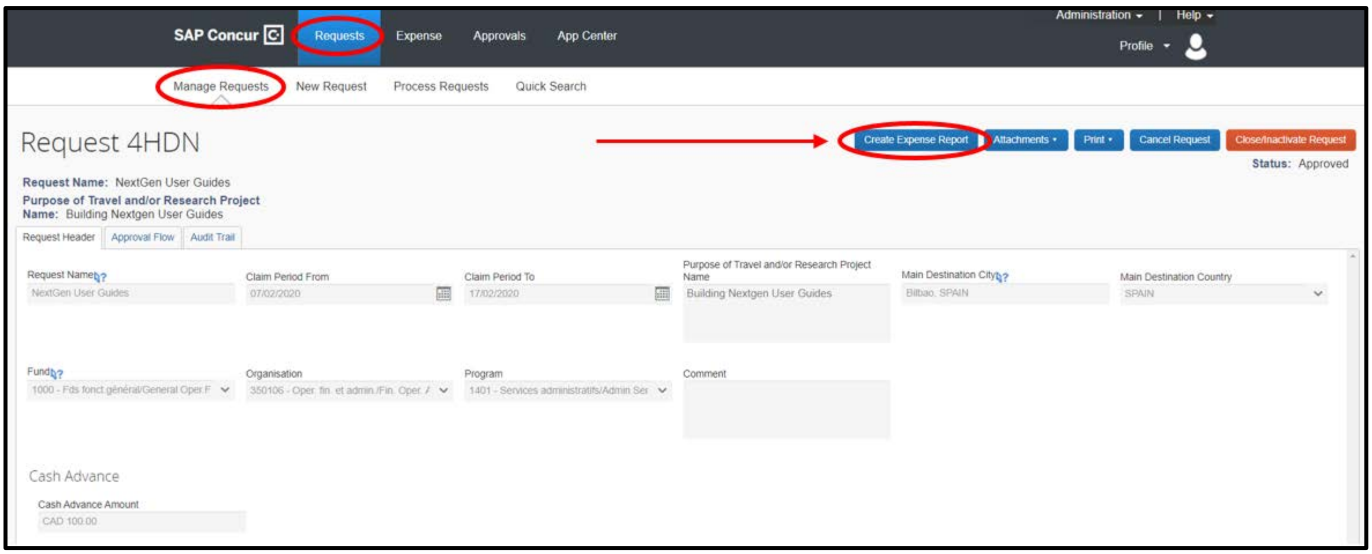
ADDING A CASH ADVANCE TO AN EXPENSE REPORT

Concur expense management system

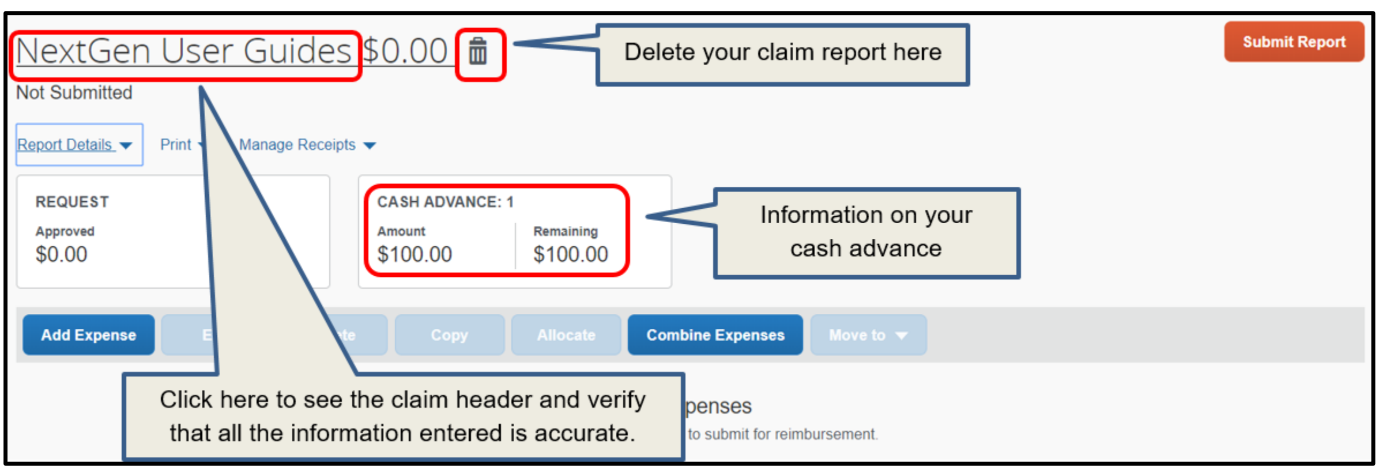
There are **two procedures** for adding a cash advance to an expense report.

PROCEDURE 1: CREATING AN EXPENSE REPORT DIRECTLY FROM A CASH ADVANCE

1. Select **Request > Manage Requests**.
2. Choose the cash advance (or request) you want to create an expense report for.
3. Select **Create Expense Report**.



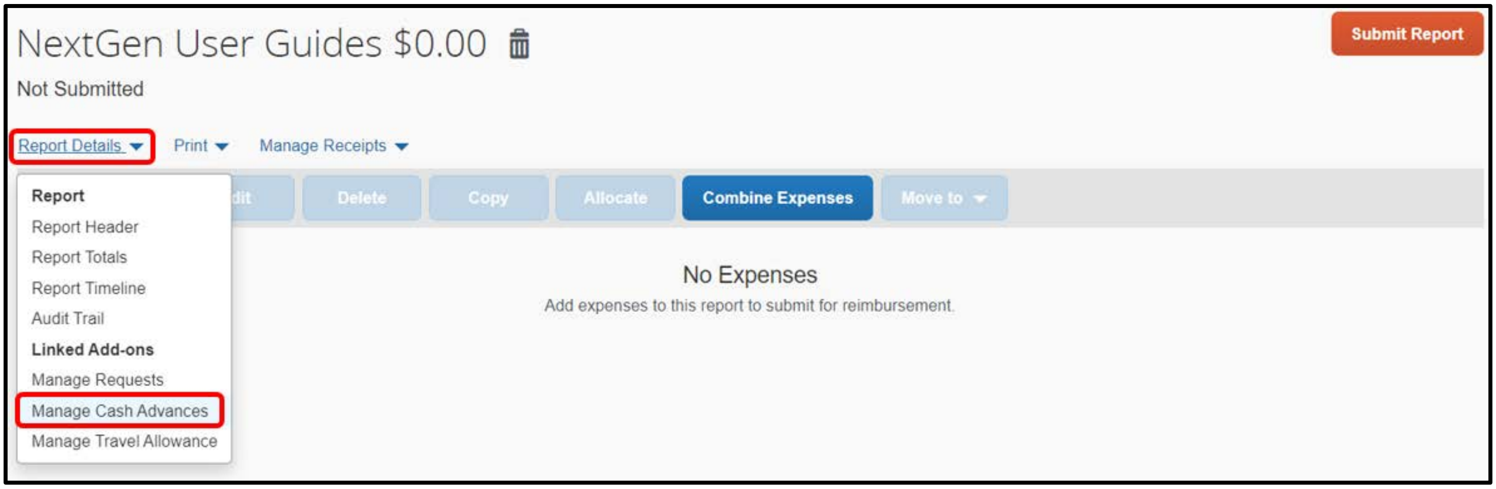
4. This will automatically create an expense report and will fill in all boxes in the report header.



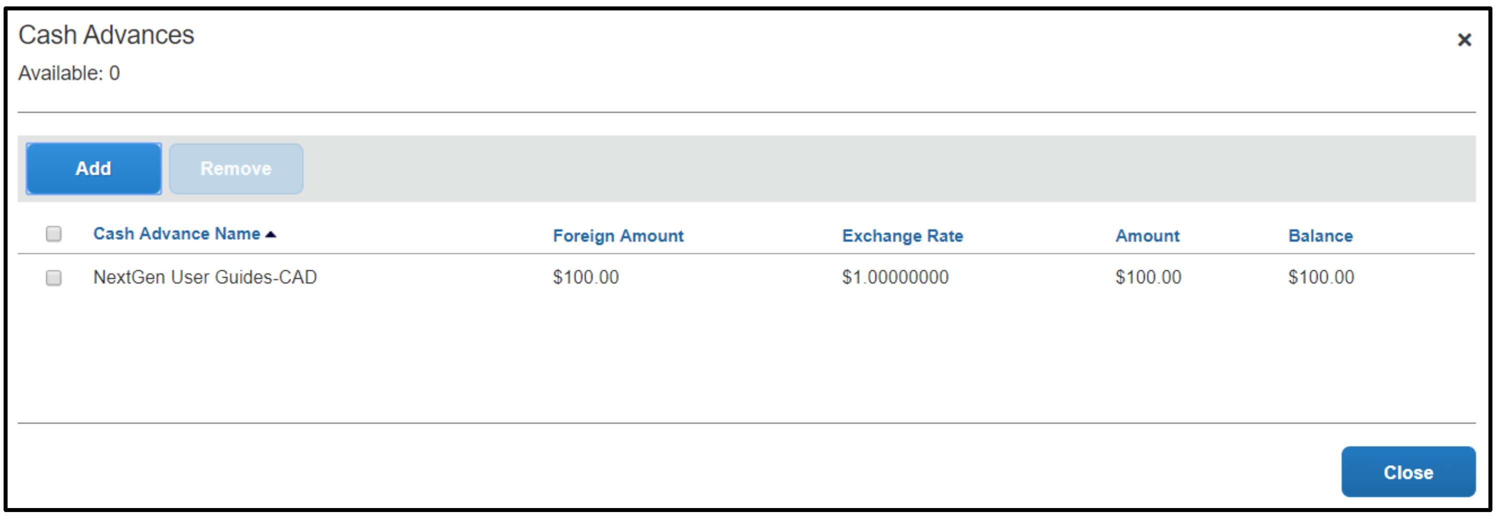
5. Continue adding expenses to your report.

PROCEDURE 2: ADDING A CASH ADVANCE TO AN EXISTING CLAIM REPORT

1. In the claim report screen, select **Report Details > Manage Cash Advances**.



2. Select **Add**. Choose the Advance(s) linked to this report and select **Add to Report**.
3. The cash advance has now been added to your claim report, as shown below. Select **Close** to go back to the claim report screen.



4. Continue adding expenses to your report.
5. Once all the expenses are added, select **Submit Report**.