

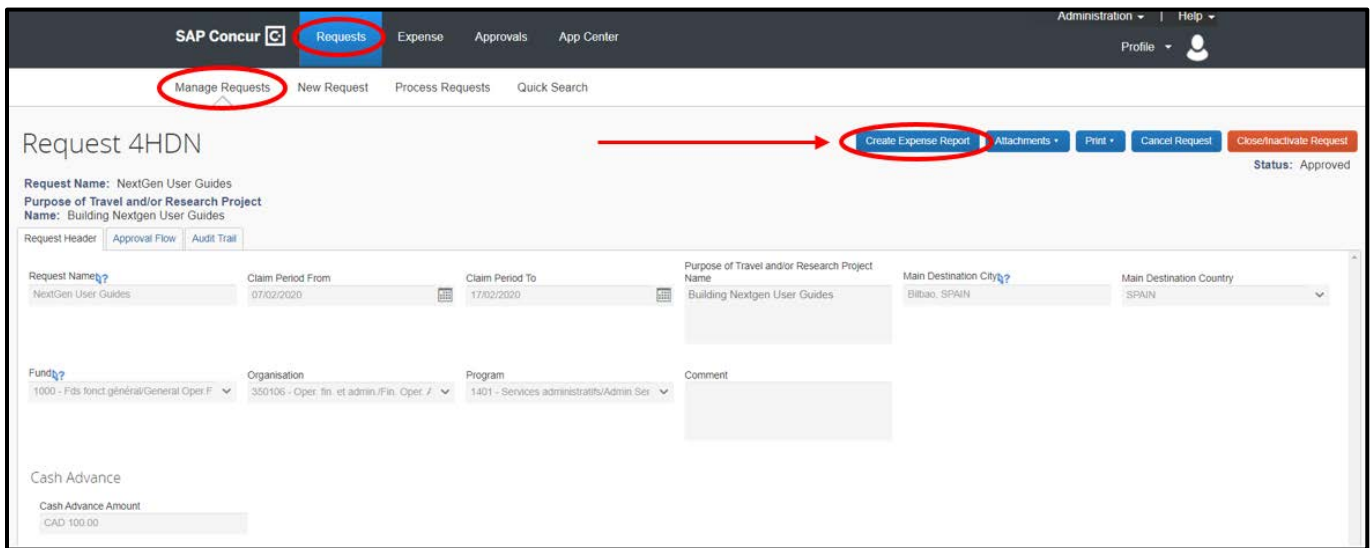
# ADDING A CASH ADVANCE TO AN EXPENSE REPORT

Concur expense management system

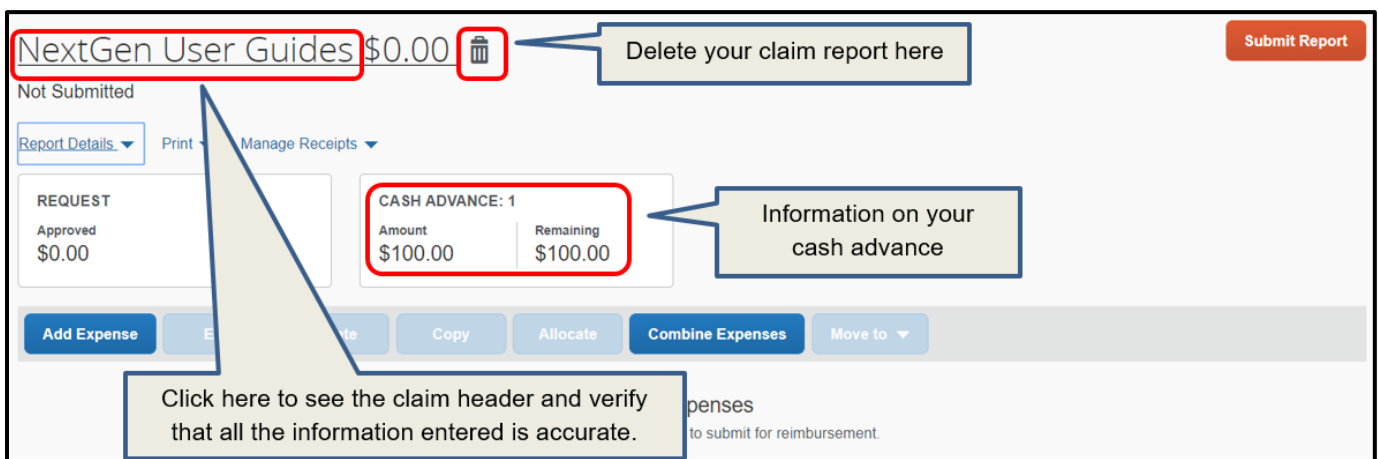
There are **two procedures** for adding a cash advance to an expense report.

## 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**.

NextGen User Guides \$0.00

Not Submitted Submit Report

Report Details Print Manage Receipts

Report Edit Delete Copy Allocate Combine Expenses Move to

Report Header

Report Totals

Report Timeline

Audit Trail

Linked Add-ons

Manage Requests

**Manage Cash Advances**

Manage Travel Allowance

No Expenses  
Add expenses to this report to submit for reimbursement.

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.

Cash Advances x

Available: 0

Add Remove

<input type="checkbox"/>	Cash Advance Name ▲	Foreign Amount	Exchange Rate	Amount	Balance
<input type="checkbox"/>	NextGen User Guides-CAD	\$100.00	\$1.00000000	\$100.00	\$100.00

Close

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