



Travel Management System (TMS)

JOB AID #3.01

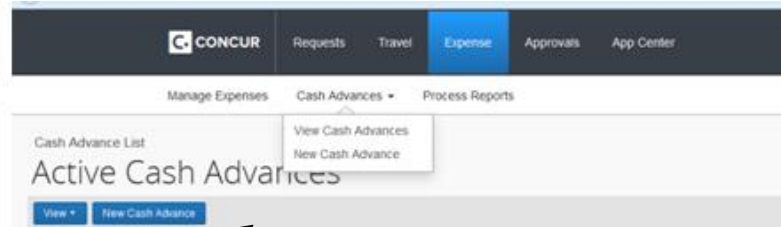
Date: 1/31/2015

Job Aid Description: Cash Advance Request

The purpose of travel advances is to minimize the financial burden on employees while traveling on behalf of the State. Travel advances are limited and available only to an employee whose current annual salary is \$50,000.00 or less when **traveling within the United States**. Travel advances are available to an employee, regardless of salary level, **for international travel**.

You must have an approved Travel Request prior to submission of a Cash Advance Request.

1. At the top of the Concur page, click on the **Expense** tab.



2. Click on **Cash Advances** and then **New Cash Advance**.
3. Enter a name for the Cash Advance in the **Name** field.

NOTE: Name Format:

Destination City, State (or Conference name) AND dates of travel.

Example: Orlando, FL 4/15-18/1

4. In the **Cash Advance Amount** field enter the amount you are requesting.
5. Enter the **Travel Start Date** and the **Travel End Date**.

6. Enter the purpose of the trip or Cash Advance in the Purpose field.
7. Enter the date the funds are needed in the **Request Disbursement Date** field. (optional) Note: Because the Statewide Travel Policy has been developed in accordance with Internal Revenue Service (IRS) requirements for an “Accountable Plan”, per IRS Rule 1.62-2(q)(2), in advance should be provided to the employee no more than 30 days prior to travel.
8. Use the **Cash Advance Comment** field to provide any additional information necessary, **as well as breakdown of what expenses the Cash Advance will cover.**
9. Enter destination city in the **City** field (optional).
10. Click **Submit** at the bottom right of the window.

NOTE: THE Cash Advance approval will only route to your default manager. You cannot add approvers. The actual charges will be reflected when the Cash Advance is reconciled in the Expense Report.