



Travel Management System (TMS)

JOB AID # 6.02

Date: 03/29/2012

Job Aid Description: Approve Cash Advance

1. In the **Approval Queue** section of My Concur, click the **Cash Advances**.
2. Click the **Cash Advance Name** you want to Review.
3. Click **Audit Trail** to review history and **Close** to close Audit Trail window.
4. Click **Comments** to view Comment History. Click **Close** to exit Comment History window.
5. Select **Approve** to approve the request or **Reject** to deny it.
6. Click **OK**.