



# Travel Management System (TMS)

JOB AID # 8.04

Date: 03/29/2012

## Check List-Approver Cash Advance

- Select the **Cash Advance Request** tab from the **Approval Queue** in **My Concur**
- Click the **Comments** tab to review all **Comments** regarding the **Cash Advance**
- Click the **Audit Trail** tab to review the **Audit Trail** of the request
- Select **Approve** or **Reject**