Using a Travel Advance/Working Fund with Concur

1) Request the advance as usual through the paper form, routed to FMO.
   a. Cash Advance-Given only when traveling to a location where acceptance of the University Travel card could be limited, or extenuating circumstances exist.
      i. http://fmo.tamu.edu/media/64726/travel-advance.pdf
   b. Working Fund
      i. http://fmo.tamu.edu/accounts-payable/working-funds/
2) Once approved, FMO staff will add the available cash advance to the user's Concur account as an available cash advance.
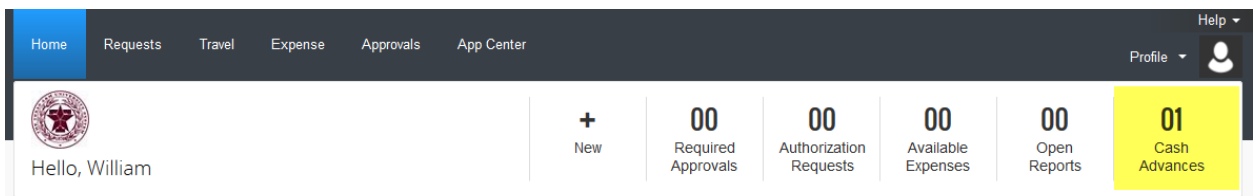
3) When creating the expense report, the user will need to add the available cash advance to the expense report. There are two options for adding the cash advance to the expense report.
   a. When creating the expense report header, after all required fields are enter, click Next. You will be prompted to select the available cash advance.
   b. Select the advance.
   c. Click assign cash advance to report (or click next to by pass the cash advance on this report)

4) If you omit this step or continue without adding the cash advance, you can add the advance at any time to the expense report. Click Details>Cash Advance>Available.

5) Check the box next to the appropriate advance
6) Click the blue button labeled "Assign Cash Advance to Report"

Cash Advances ✕

☑ Cash Advance Na...	Date Issued	Foreign Amount	Exchange Rate	Amount	Balance
☑ Test TA	01/15/2015	$100.00	1.00000000	$100.00	$100.00

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6 ⟶ Assign Cash Advance to Report   Cancel

7) Enter expense onto the report as your normally would.
8) If the amount of out of pocket expenses did not exceed the amount of the advance received, enter the difference using the expense type "Cash Advance Returned"
9) When the report is complete submit it.
10) Once processed and approved FMO will send the user an invoice with the amount owed and instructions on how to remit payment.