

REQUESTING A CASH ADVANCE THROUGH CONCUR *

*If you are on a fellowship or have no paid position see support staff for alternate, hard copy Cash Advance instructions.

Domestic Travel Cash Advance: can't be requested more than 30 days in advance of trip

International Travel Advance: you may request the advance approximately 60 days before the departure date for the following reasons: Early registration, securing a room at the conference hotel, purchasing airfare, etc. *It's possible that your request may still be denied until it's within 30 days of trip. Earlier advance approvals are not always granted.*

1. Have your faculty advisor send email to the administrator for your lab to let them know what project is going to be charged for your trip and that they have ok'd a travel advance for \$X amount.
2. Make sure that your Concur Profile shows that your **Cash Advance Approver** is set to **Kelly Cormier**. Here's how to do this:
 - a. Sign in to Concur
 - b. Click on the Profile tab
 - c. Under Expense Settings (left side of screen), click on Expense Approvers
 - d. There's two approver settings – **the last one is for "Default approver for your cash advance requests"**. Click in the field box, type in "**kcormier**" and click on her entry when the system brings it up so that her email address and name appears in that field.
 - e. Click Save.
3. Complete the Cash Advance Request in Concur as indicated below
NOTE: Failure to follow the data entry protocols may result in your request being denied. Also, you can only request one cash advance per day.
 - a. Go to Wolverine Access >> University Business >> Travel and Expense (Concur)
 - b. Log In
 - c. Inside Concur, click on the Expense Tab
 - d. Click on "**New Cash Advance**" then fill in the various fields as follows:
 1. Cash Advance Request Name field: Enter the travel end/event date and Business Purpose (Example: 05/12/11 ICCAD Conference)
 2. Amount Field: enter the Total Dollar Amount Requested
 3. Business Purpose: enter reason for travel (e.g.: presenting at ICCAD Conference, to attend XXX project meeting @ UC-Berkeley)
 4. Travel Start Date (self explanatory)
 5. Travel End Date (self explanatory)
 6. Destination (location/destination – e.g.city, state, country, etc.)
 7. Comments field: Enter:
 - a) Travel/Event Date Range and Destination/Location
 - b) faculty name who will be funding the trip;
 - c) breakdown of how you came up with the total advance amount that you are requesting **NOTE: YOU CANNOT INCLUDE MEALS OR PER DIEM IN THE TRAVEL ADVANCE AMOUNT**
 - d) if requesting cash advance for international travel more than 30 days in advance of trip, enter the reason an early cash advance is required (e.g. need advance earlier than 30 days prior to trip to get better airfare, hotel rate, and early conference registration discount). **NOTE: they won't give international travelers an advance more than 60 days in advance of trip)**

Example Comment - One Destination:

06/09/14 – 06/23/15 Austin, TX. Funded by Prof. X - Amount requested is based on \$1,000 air, \$800 hotel, \$100 ground transportation

Example Comment - Multiple Destinations in one trip:

06/19/11–06/23/11 DAC Austin, TX & 06/12/11 – 06/18/11 VLSI Symp., Kyoto, Japan - funded by I. Markov - Amount requested is based on \$1.300 air, \$900 hotel, \$100 ground transportation

4. Click "Submit" and the request will go to Kelly Cormier, the Department Business Manager, for approval.