University of California
San Francisco
Controller's Office

MyExpen$e

UCSF Expense Reimbursement Solution

Working With Cash Advances

This presentation includes audio for each slide

Press F5 to begin the presentation

February 2011

University of California
San Francisco
Controller's Office

Objectives

After completing this lesson, you should be able to:

- Request a cash advance
- Assign a cash advance to an expense report
- Return an unused portion of a cash advance

Welcome, **Patsy Gee**

Concur

My
UCSF Expen

My Concur | Expense | Profile

Add lunch while you're at lunch.
Capture expenses from your smartphone with Concur. **Register Concur for mobile.**

Company Info

Useful Links

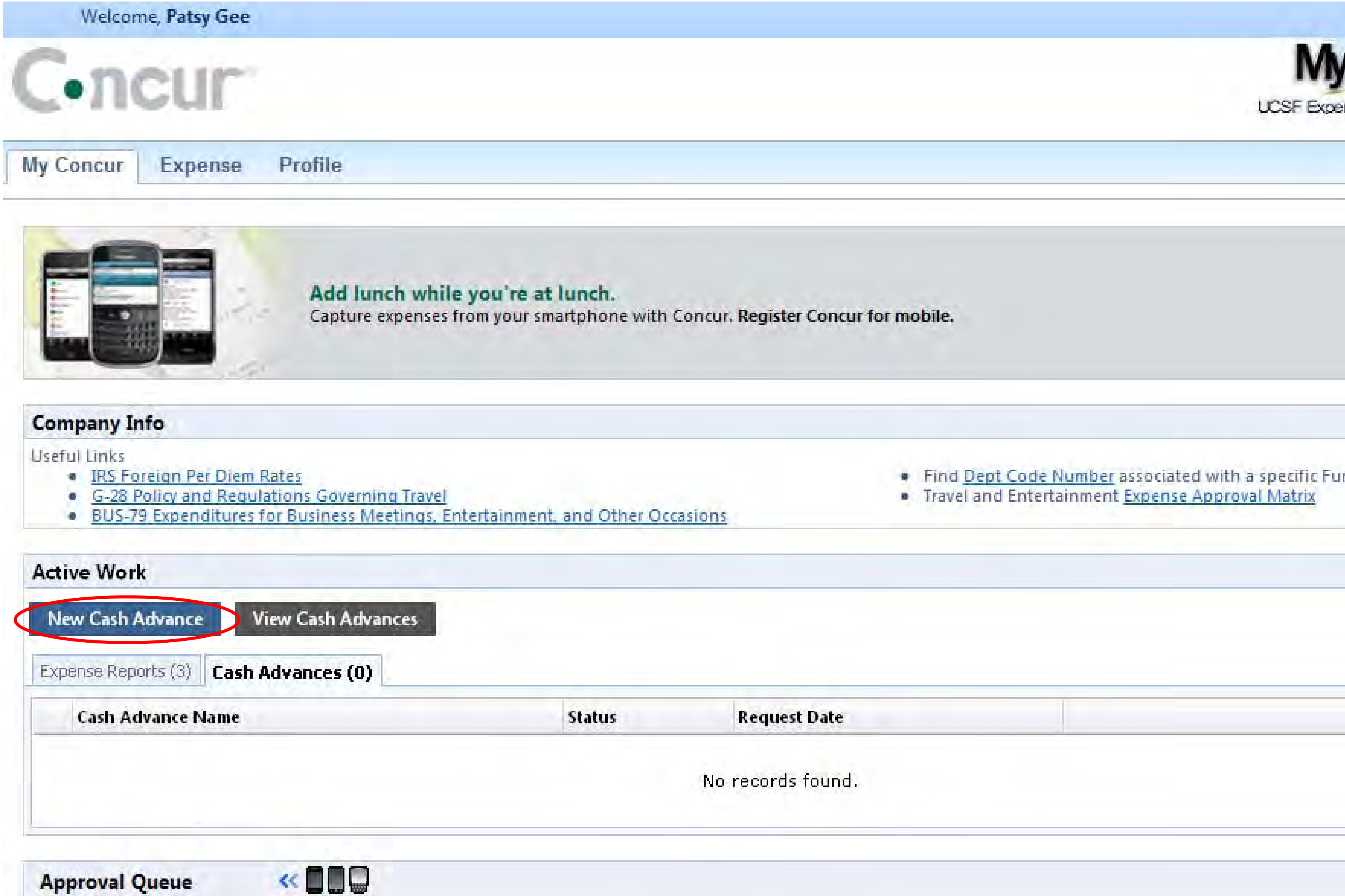
- IRS Foreign Per Diem Rates
- G-28 Policy and Regulations Governing Travel
- BUS-79 Expenditures for Business Meetings, Entertainment, and Other Occasions
- Find Dept Code Number associated with a specific Fun
- Travel and Entertainment Expense Approval Matrix

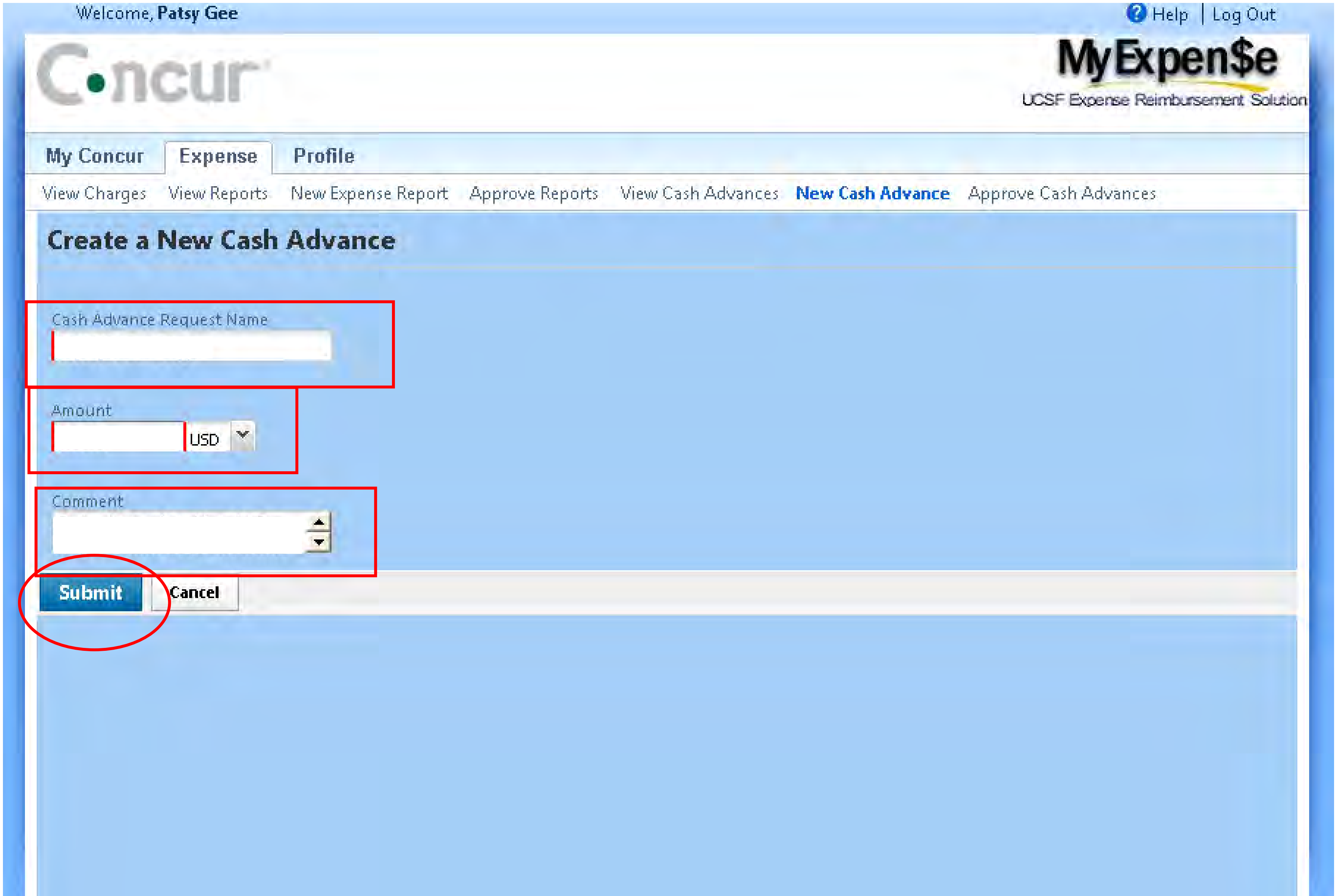
Active Work

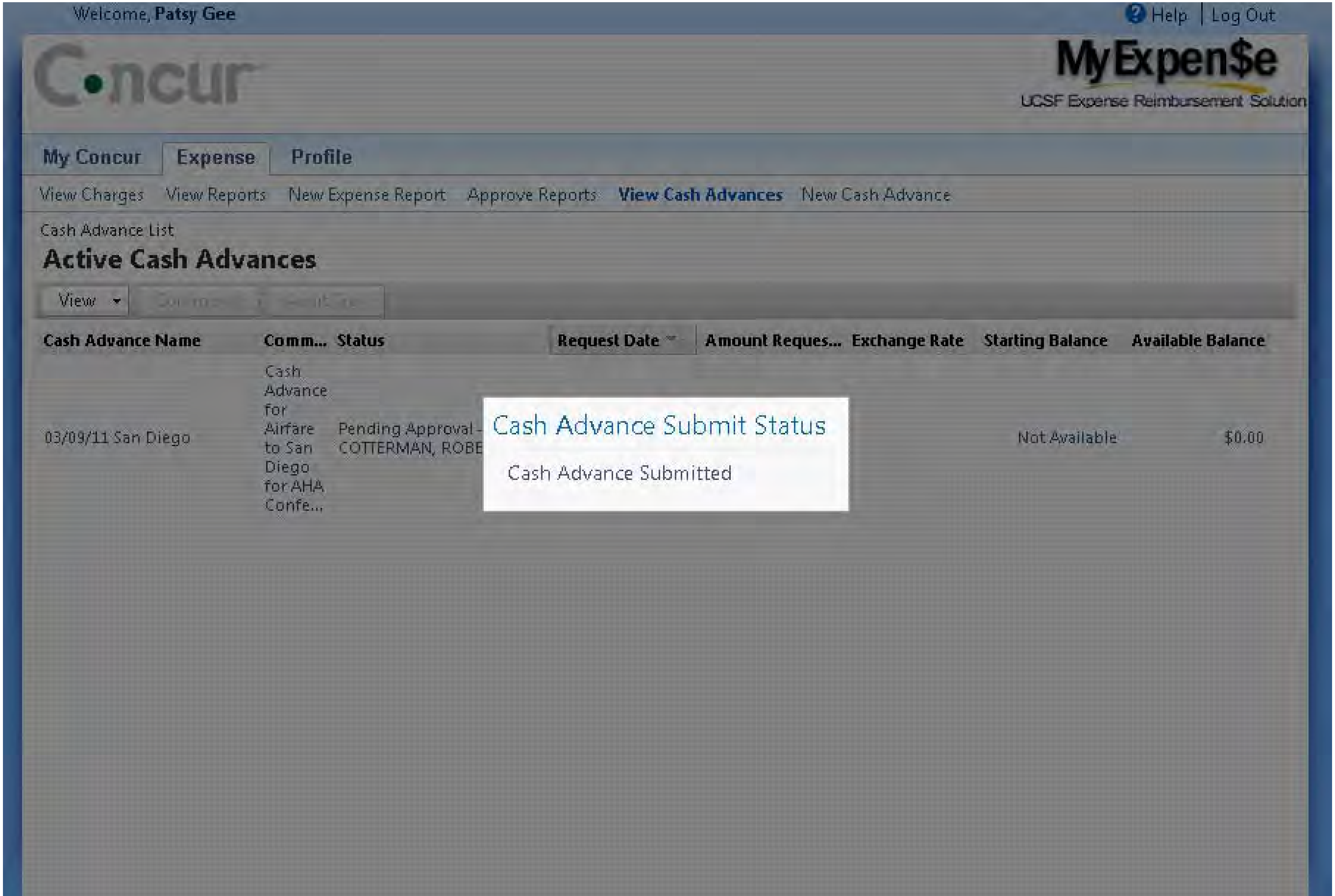
New Expense Report | View Reports

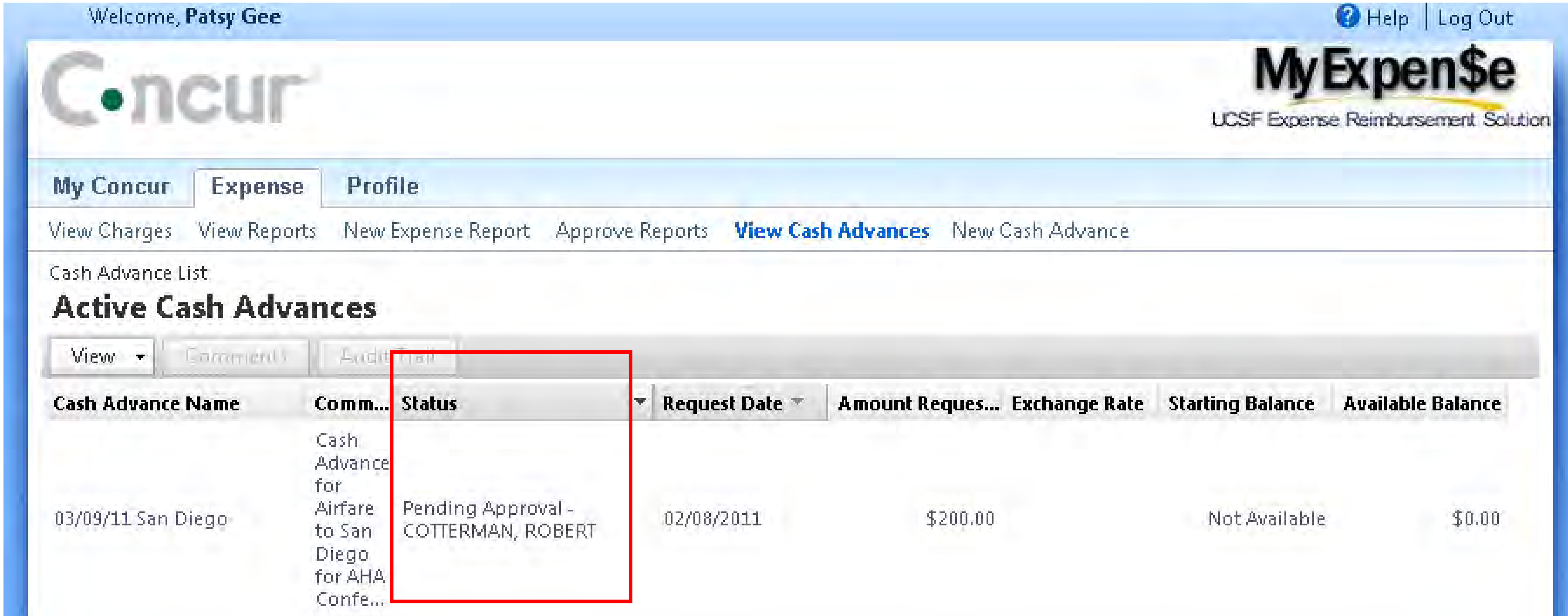
Expense Reports (3) | Cash Advances (0)

Report Name	Status	Payment Status	Report Date
1/25/11 San Diego Attend Travel Council Meeting in San Diego	Not Submitted	Not Paid	02/06/2011
01/25/11 San Diego Attend Travel Council Mtg at UC San Diego	Sent Back to Employee - Gee, Patsy	Not Paid	02/03/2011
01/15/11 LAX PEOPLESOFT SEMINAR AT UCLA 1/15/11	Not Submitted	Not Paid	02/01/2011

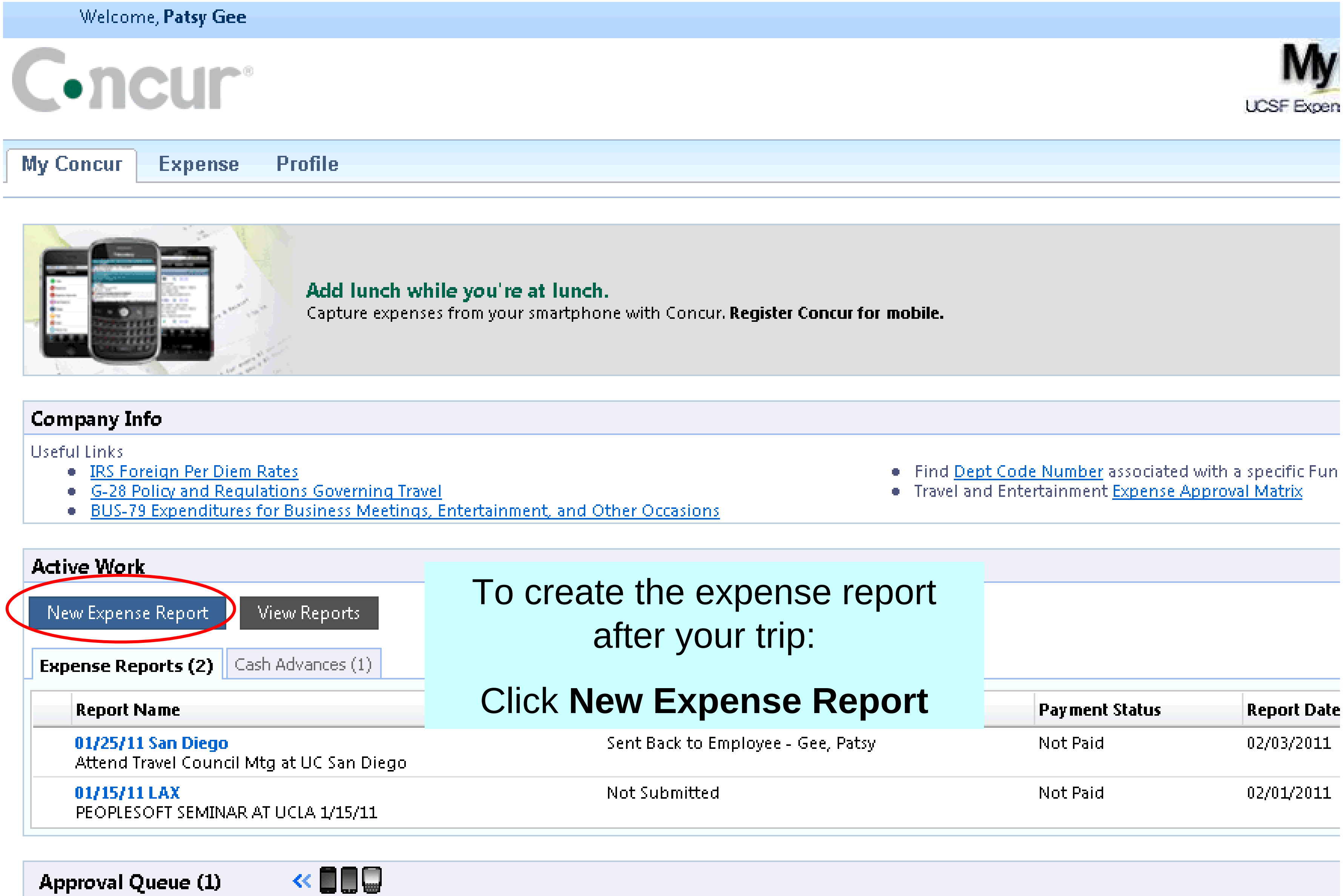

Welcome, Patsy Gee
Concur
My
UCSF Expens
My Concur
Expense
Profile
Add lunch while you're at lunch.
Capture expenses from your smartphone with Concur. Register Concur for mobile.
Company Info
Useful Links
IRS Foreign Per Diem Rates
G-28 Policy and Regulations Governing Travel
BUS-79 Expenditures for Business Meetings, Entertainment, and Other Occasions
Find Dept Code Number associated with a specific Fund
Travel and Entertainment Expense Approval Matrix
Active Work
New Cash Advance
View Cash Advances
Expense Reports (3)
Cash Advances (0)
Cash Advance Name
Status
Request Date
No records found.
Approval Queue


Welcome, Patsy Gee
Help | Log Out
Concur
MyExpen$e
UCSF Expense Reimbursement Solution
My Concur
Expense
Profile
View Charges
View Reports
New Expense Report
Approve Reports
View Cash Advances
New Cash Advance
Approve Cash Advances
Create a New Cash Advance
Cash Advance Request Name
Amount
USD
Comment
Submit
Cancel


Welcome, Patsy Gee
Help | Log Out
Concur
MyExpen$e
UCSF Expense Reimbursement Solution
My Concur Expense Profile
View Charges View Reports New Expense Report Approve Reports View Cash Advances New Cash Advance
Cash Advance List
Active Cash Advances
View
Cash Advance Name Comm... Status Request Date Amount Reques... Exchange Rate Starting Balance Available Balance
03/09/11 San Diego
Cash Advance for Airfare to San Diego for AHA Confe...
Pending Approval - COTTERMAN, ROBE
Not Available
$0.00
Cash Advance Submit Status
Cash Advance Submitted

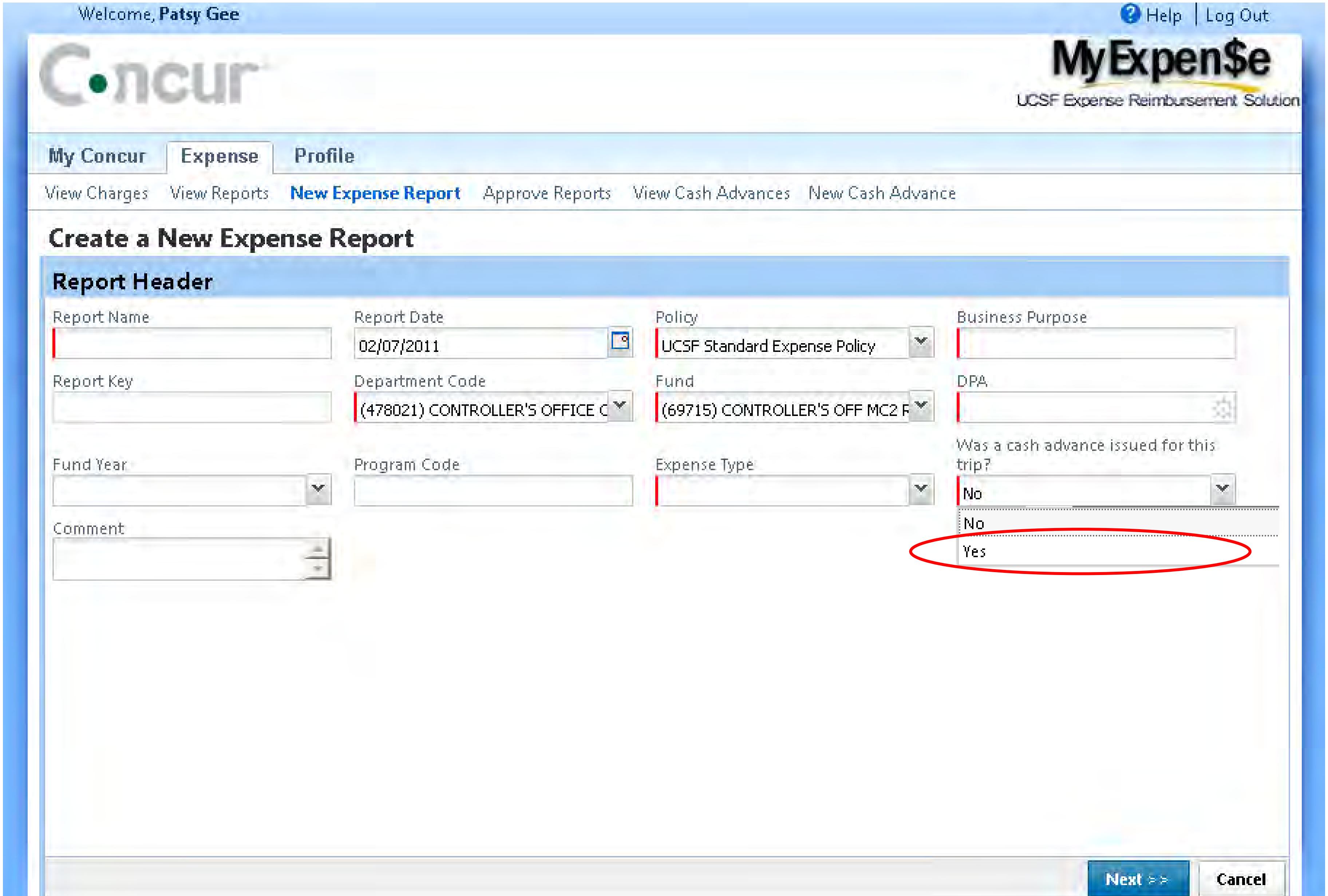


You have submitted your cash advance request. The status is now Pending Approval. Once the request has been approved, you will receive the cash advance payment. When you return from your trip, you will assign the cash advance to your expense report.

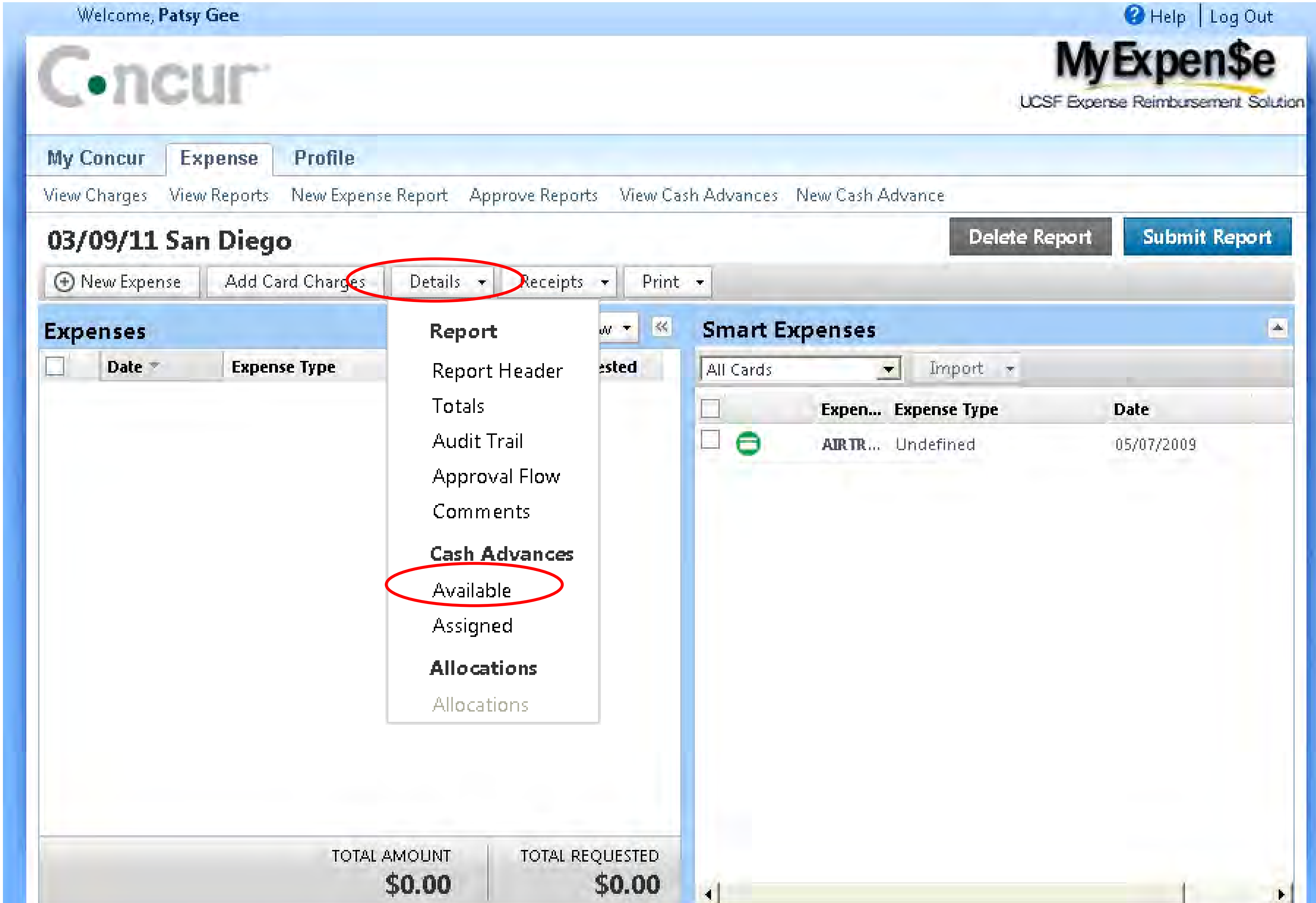


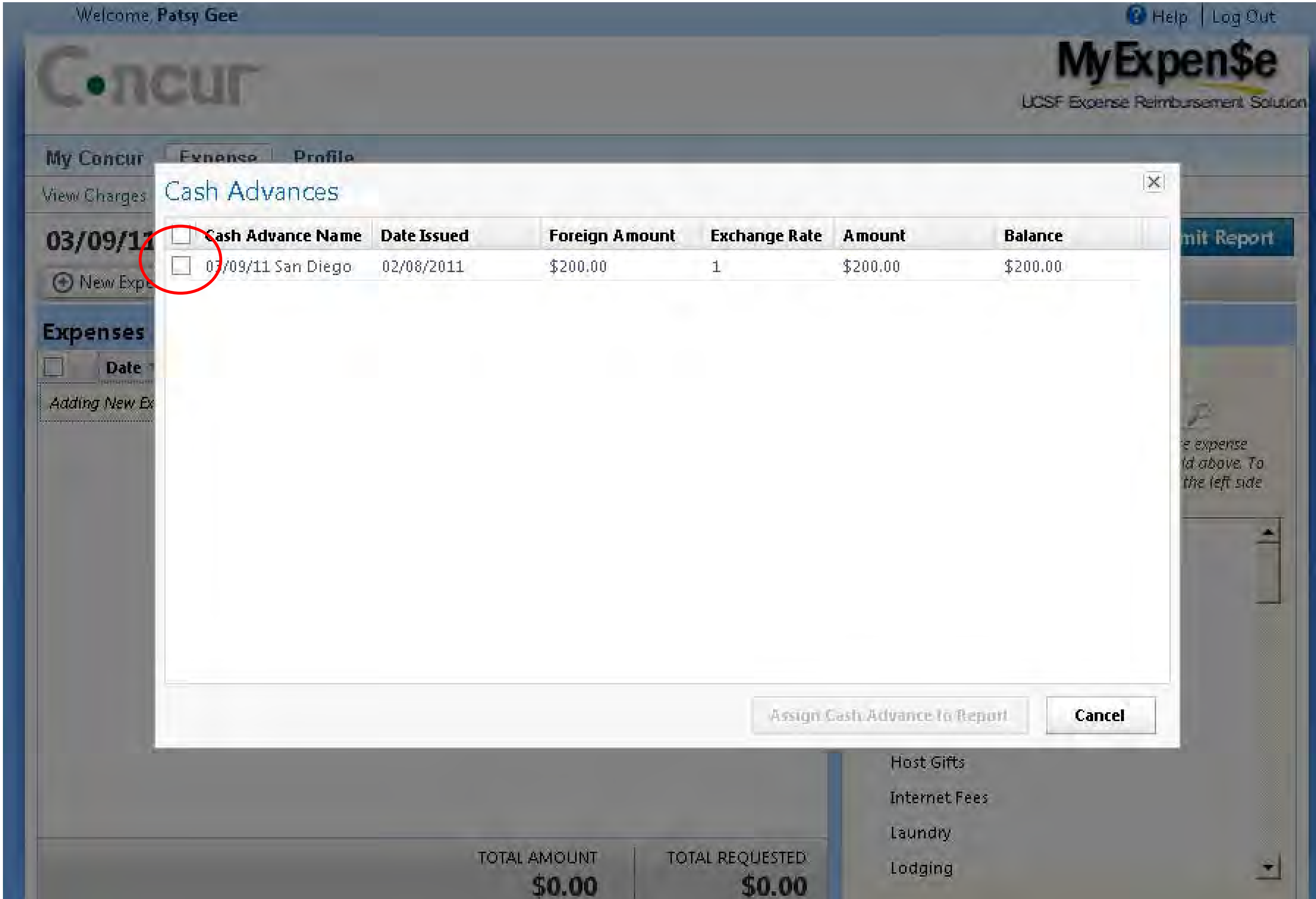
To create the expense report after your trip:

Click **New Expense Report**

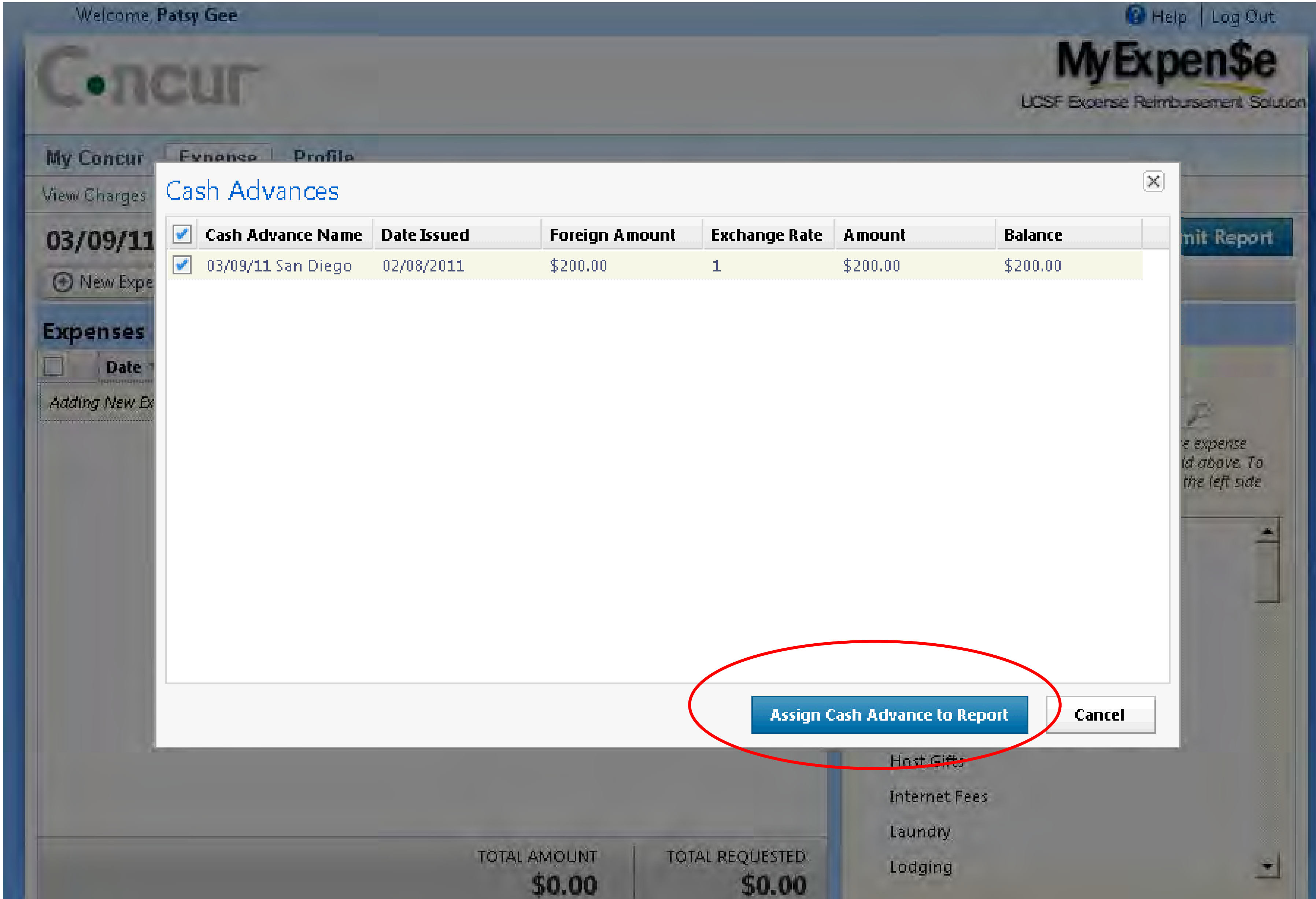


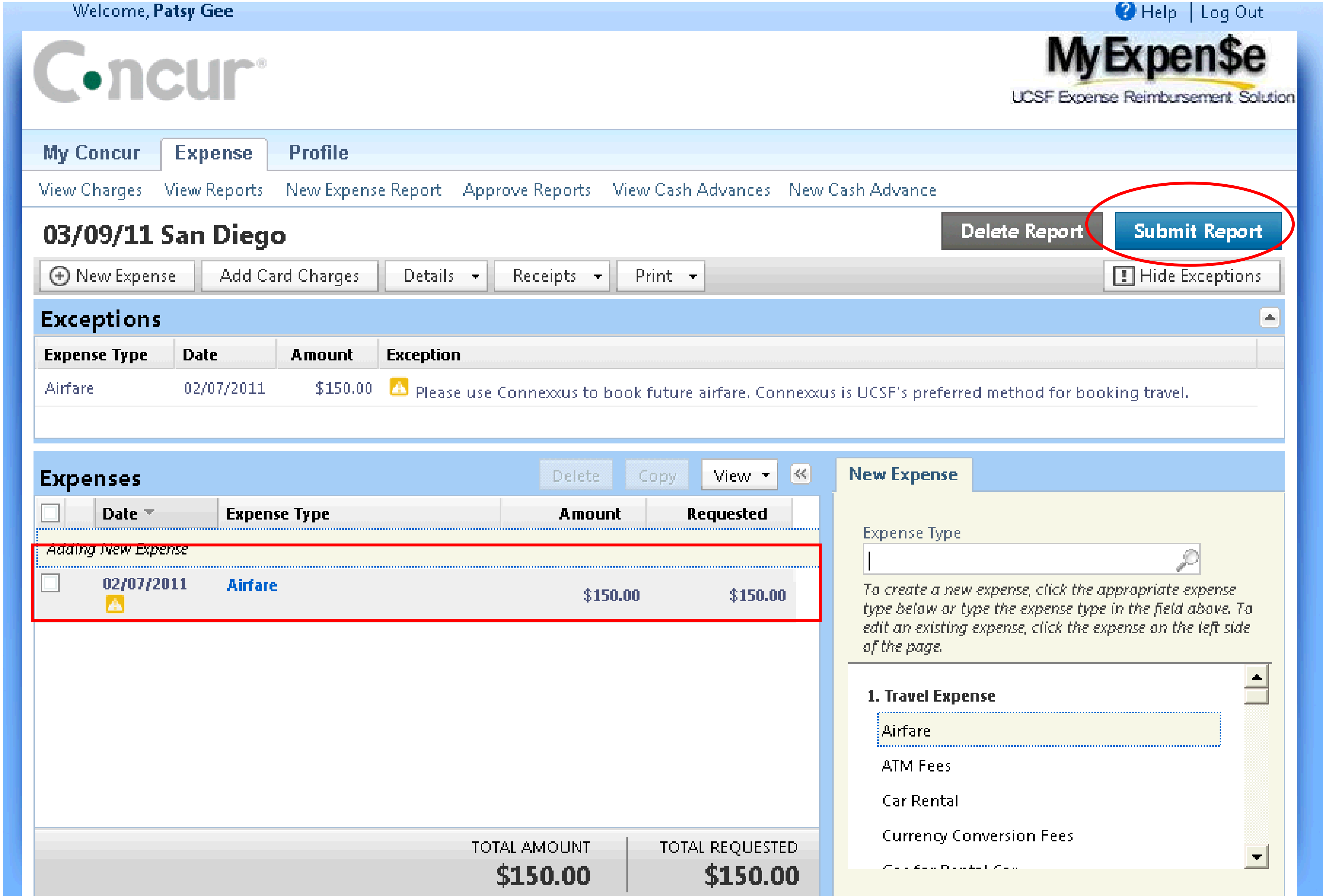
Welcome, Patsy Gee
Help
Log Out
Concur
MyExpen$e
UCSF Expense Reimbursement Solution
My Concur
Expense
Profile
View Charges
View Reports
New Expense Report
Approve Reports
View Cash Advances
New Cash Advance
Create a New Expense Report
Report Header
Report Name
Report Date
02/07/2011
Policy
UCSF Standard Expense Policy
Business Purpose
Report Key
Department Code
(478021) CONTROLLER'S OFFICE C
Fund
(69715) CONTROLLER'S OFF MC2 F
DPA
Was a cash advance issued for this trip?
Fund Year
Program Code
Expense Type
No
No
Yes
Comment
Next >>
Cancel

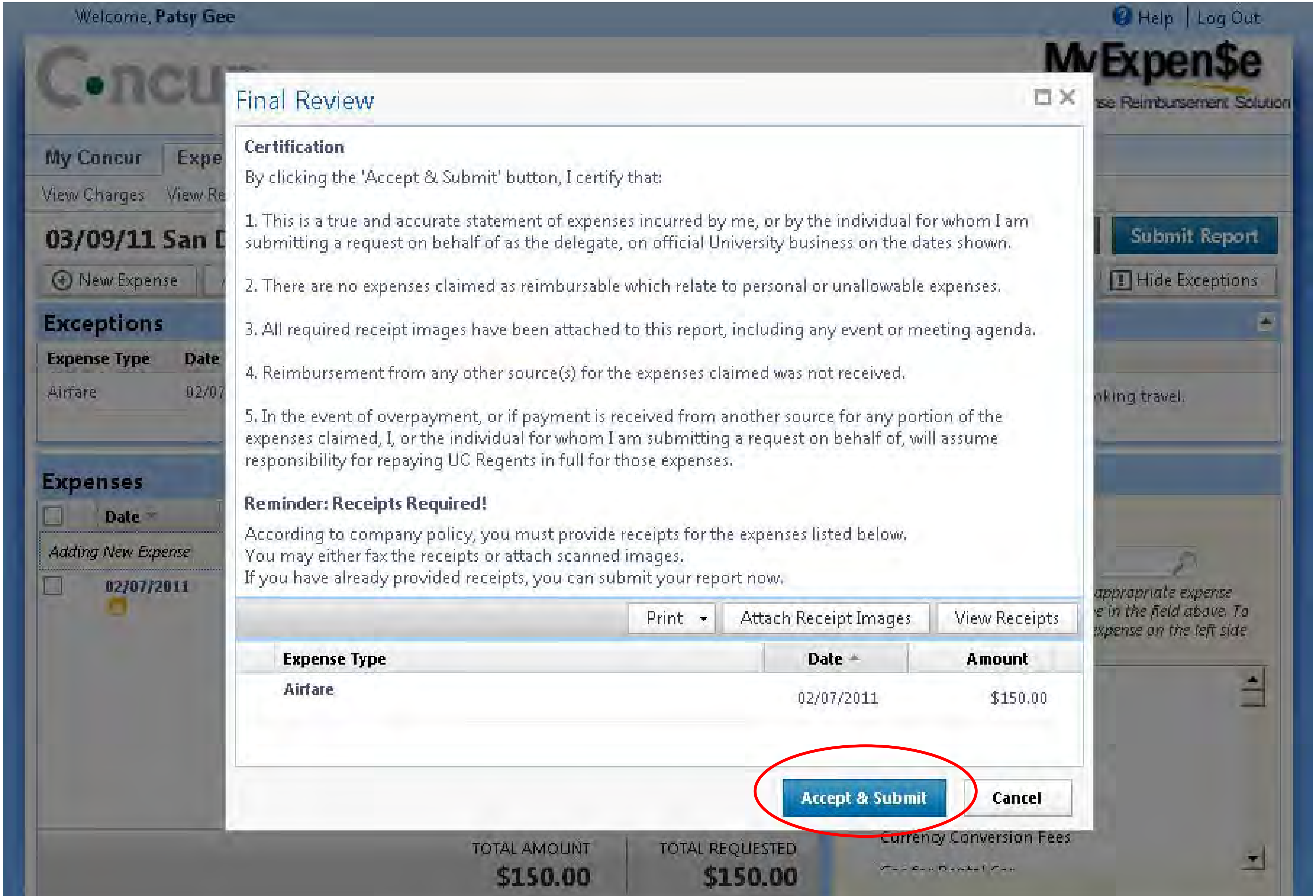

Welcome, Patsy Gee
Help | Log Out
Concur
MyExpen$e
UCSF Expense Reimbursement Solution
My Concur
Expense
Profile
View Charges
View Reports
New Expense Report
Approve Reports
View Cash Advances
New Cash Advance
03/09/11 San Diego
Delete Report
Submit Report
New Expense
Add Card Charges
Details
Receipts
Print
Expenses
Date
Expense Type
Report
Report Header
Totals
Audit Trail
Approval Flow
Comments
Cash Advances
Available
Assigned
Allocations
Allocations
Smart Expenses
All Cards
Import
Expen...
Expense Type
Date
AIRTR...
Undefined
05/07/2009
TOTAL AMOUNT
$0.00
TOTAL REQUESTED
$0.00

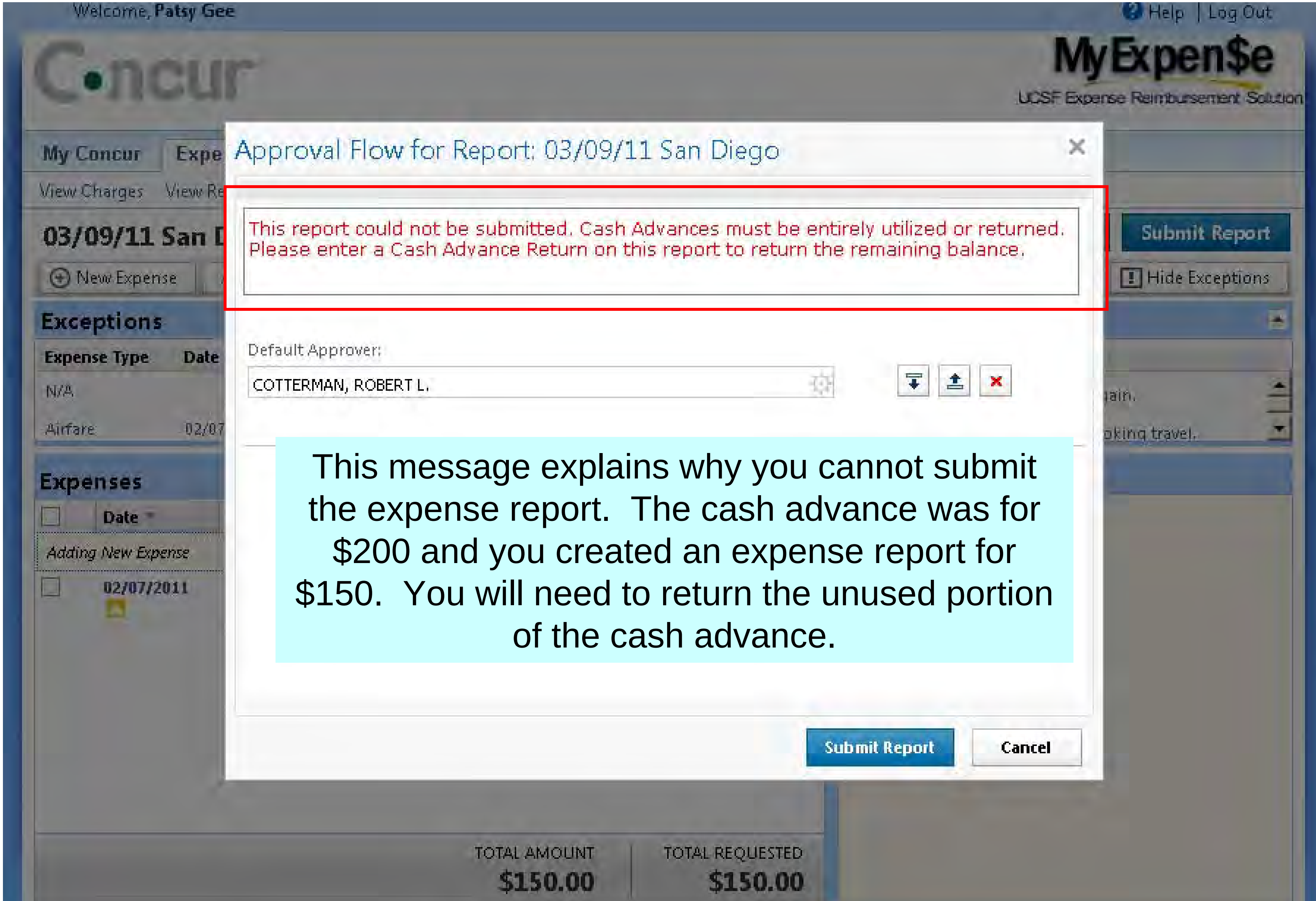


Welcome, Patsy Gee
Help | Log Out
MyExpen$e
UCSF Expense Reimbursement Solution
My Concur
Expense
Profile
View Charges
Cash Advances
Cash Advance Name
Date Issued
Foreign Amount
Exchange Rate
Amount
Balance
03/09/11 San Diego
02/08/2011
$200.00
1
$200.00
$200.00
Assign Cash Advance to Report
Cancel
Expenses
Date
Adding New Ex
Host Gifts
Internet Fees
Laundry
Lodging
TOTAL AMOUNT
$0.00
TOTAL REQUESTED
$0.00


Welcome, Patsy Gee
Help | Log Out
Concur
MyExpen$e
UCSF Expense Reimbursement Solution
My Concur
Expense
Profile
View Charges
03/09/11
New Expe
Expenses
Date
Adding New Ex
Cash Advances
Cash Advance Name
Date Issued
Foreign Amount
Exchange Rate
Amount
Balance
03/09/11 San Diego
02/08/2011
$200.00
1
$200.00
$200.00
Assign Cash Advance to Report
Cancel
mit Report
Host Gifts
Internet Fees
Laundry
Lodging
TOTAL AMOUNT
$0.00
TOTAL REQUESTED
$0.00


Welcome, Patsy Gee
Help | Log Out
Concur
MyExpen$e
UCSF Expense Reimbursement Solution
My Concur
Expense
Profile
View Charges
View Reports
New Expense Report
Approve Reports
View Cash Advances
New Cash Advance
03/09/11 San Diego
Delete Report
Submit Report
New Expense
Add Card Charges
Details
Receipts
Print
Hide Exceptions
Exceptions
Expense Type
Date
Amount
Exception
Airfare
02/07/2011
$150.00
Please use Connexxus to book future airfare. Connexxus is UCSF's preferred method for booking travel.
Expenses
Delete
Copy
View
Date
Expense Type
Amount
Requested
Adding New Expense
02/07/2011
Airfare
$150.00
$150.00
TOTAL AMOUNT
$150.00
TOTAL REQUESTED
$150.00
New Expense
Expense Type
To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.
1. Travel Expense
Airfare
ATM Fees
Car Rental
Currency Conversion Fees

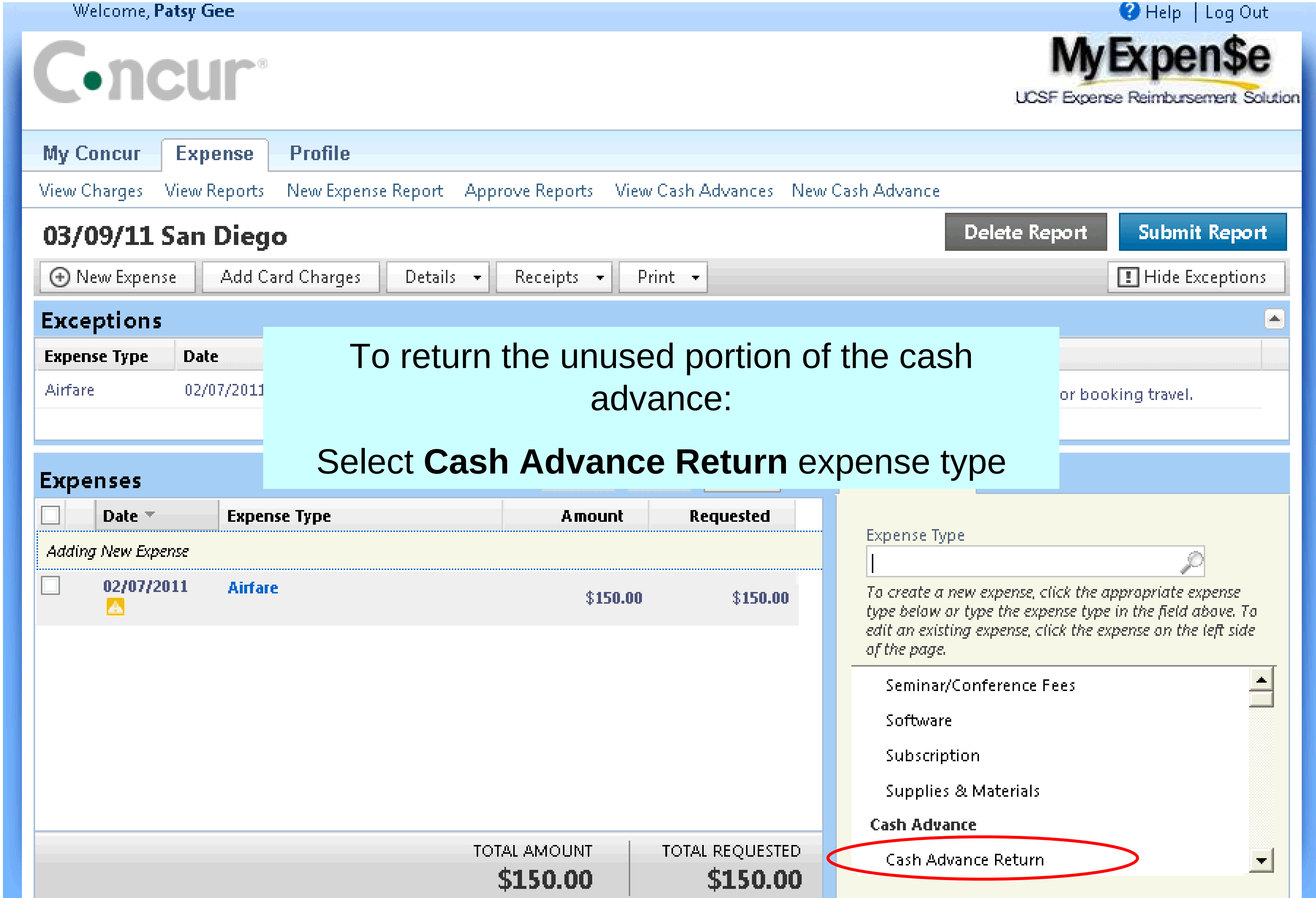

Welcome, Patsy Gee
Help | Log Out
MyExpen$e
My Concur
View Charges
03/09/11 San D
New Expense
Submit Report
Hide Exceptions
Exceptions
Expense Type
Date
Airfare
Expenses
Date
Adding New Expense
02/07/2011
Final Review
Certification
By clicking the 'Accept & Submit' button, I certify that:
1. This is a true and accurate statement of expenses incurred by me, or by the individual for whom I am submitting a request on behalf of as the delegate, on official University business on the dates shown.
2. There are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
3. All required receipt images have been attached to this report, including any event or meeting agenda.
4. Reimbursement from any other source(s) for the expenses claimed was not received.
5. In the event of overpayment, or if payment is received from another source for any portion of the expenses claimed, I, or the individual for whom I am submitting a request on behalf of, will assume responsibility for repaying UC Regents in full for those expenses.
Reminder: Receipts Required!
According to company policy, you must provide receipts for the expenses listed below.
You may either fax the receipts or attach scanned images.
If you have already provided receipts, you can submit your report now.
Print
Attach Receipt Images
View Receipts
Expense Type
Date
Amount
Airfare
02/07/2011
$150.00
Accept & Submit
Cancel
TOTAL AMOUNT
$150.00
TOTAL REQUESTED
$150.00
Currency Conversion Fees

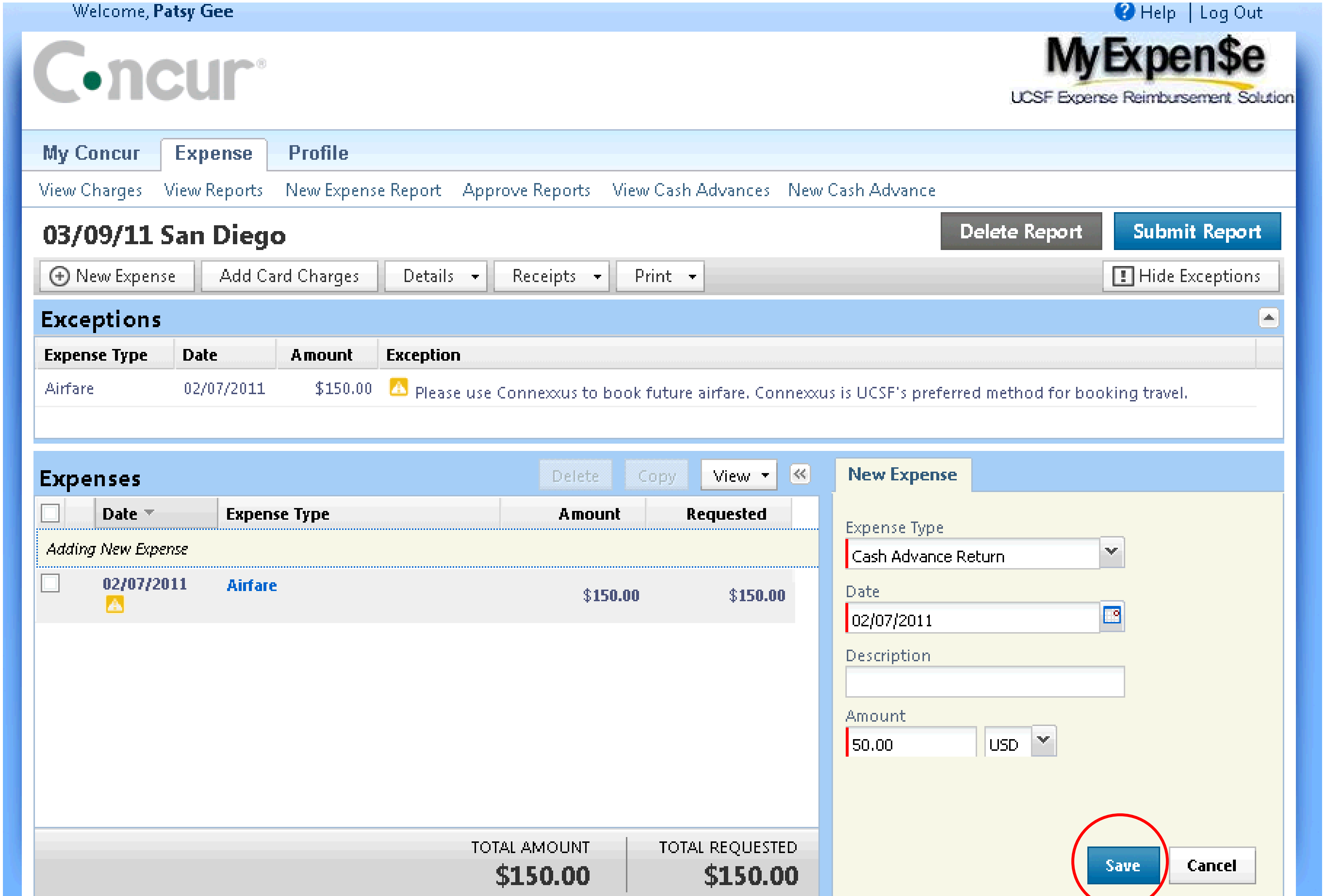


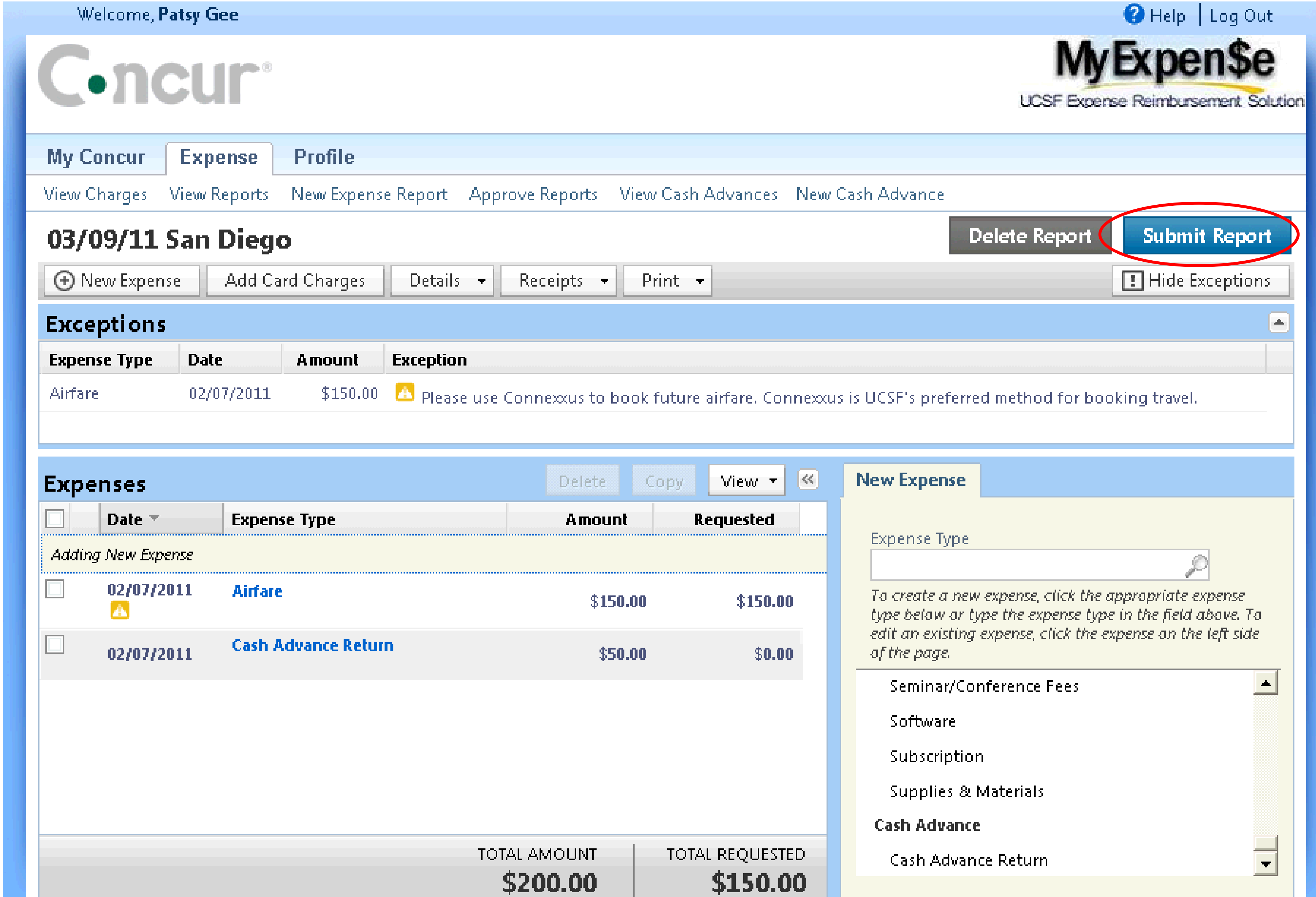
This message explains why you cannot submit the expense report. The cash advance was for $200 and you created an expense report for $150. You will need to return the unused portion of the cash advance.

To return the unused portion of the cash advance:

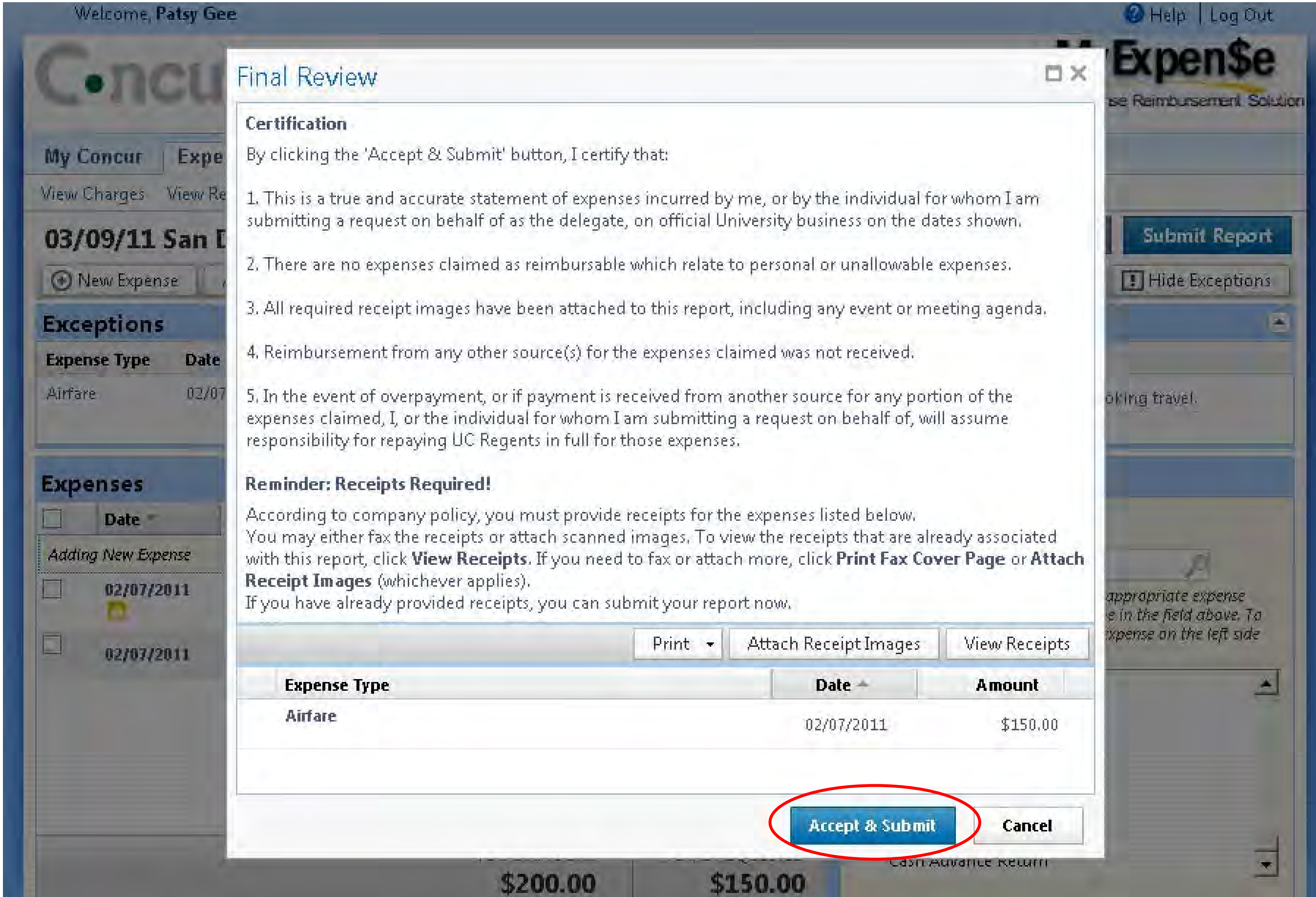
Select **Cash Advance Return** expense type




Welcome, Patsy Gee
Help | Log Out
Concur
MyExpen$e
UCSF Expense Reimbursement Solution
My Concur
Expense
Profile
View Charges
View Reports
New Expense Report
Approve Reports
View Cash Advances
New Cash Advance
03/09/11 San Diego
Delete Report
Submit Report
New Expense
Add Card Charges
Details
Receipts
Print
Hide Exceptions
Exceptions
Expense Type
Date
Amount
Exception
Airfare
02/07/2011
$150.00
Please use Connexxus to book future airfare. Connexxus is UCSF's preferred method for booking travel.
Expenses
Delete
Copy
View
Date
Expense Type
Amount
Requested
Adding New Expense
02/07/2011
Airfare
$150.00
$150.00
TOTAL AMOUNT
$150.00
TOTAL REQUESTED
$150.00
New Expense
Expense Type
Cash Advance Return
Date
02/07/2011
Description
Amount
50.00
USD
Save
Cancel



Welcome, Patsy Gee
Help
Log Out
Concur
MyExpen$e
UCSF Expense Reimbursement Solution
My Concur
Expense
Profile
View Charges
View Reports
New Expense Report
Approve Reports
View Cash Advances
New Cash Advance
03/09/11 San Diego
Delete Report
Submit Report
New Expense
Add Card Charges
Details
Receipts
Print
Hide Exceptions
Exceptions
Expense Type
Date
Amount
Exception
Airfare
02/07/2011
$150.00
Please use Connexxus to book future airfare. Connexxus is UCSF's preferred method for booking travel.
Expenses
Delete
Copy
View
Date
Expense Type
Amount
Requested
Adding New Expense
02/07/2011
Airfare
$150.00
$150.00
02/07/2011
Cash Advance Return
$50.00
$0.00
TOTAL AMOUNT
$200.00
TOTAL REQUESTED
$150.00
New Expense
Expense Type
To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.
Seminar/Conference Fees
Software
Subscription
Supplies & Materials
Cash Advance
Cash Advance Return


Welcome, Patsy Gee
Help | Log Out
My Expen$e
My Concur
View Charges
03/09/11 San D
New Expense
Submit Report
Hide Exceptions
Exceptions
Expense Type
Date
Airfare
02/07
oking travel.
Expenses
Date
Adding New Expense
02/07/2011
02/07/2011
appropriate expense
e in the field above. To
xpense on the left side
$200.00
$150.00
Cash Advance Return
Final Review
Certification
By clicking the 'Accept & Submit' button, I certify that:
1. This is a true and accurate statement of expenses incurred by me, or by the individual for whom I am submitting a request on behalf of as the delegate, on official University business on the dates shown.
2. There are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
3. All required receipt images have been attached to this report, including any event or meeting agenda.
4. Reimbursement from any other source(s) for the expenses claimed was not received.
5. In the event of overpayment, or if payment is received from another source for any portion of the expenses claimed, I, or the individual for whom I am submitting a request on behalf of, will assume responsibility for repaying UC Regents in full for those expenses.
Reminder: Receipts Required!
According to company policy, you must provide receipts for the expenses listed below.
You may either fax the receipts or attach scanned images. To view the receipts that are already associated with this report, click View Receipts. If you need to fax or attach more, click Print Fax Cover Page or Attach Receipt Images (whichever applies).
If you have already provided receipts, you can submit your report now.
Print
Attach Receipt Images
View Receipts
Expense Type
Date
Amount
Airfare
02/07/2011
$150.00
Accept & Submit
Cancel

UCSF
University of California
San Francisco
Controller's Office

Questions

Concur User Support Desk:

Tel: (866)793-4040

Email: UserSupport@concur.com

AP Customer Center:

Tel: (415)476-2126

Email: APCustomerCenter@ucsf.edu

MyExpense Administrator:

Email: MyExpense@ucsf.edu

University of California
San Francisco
Controller's Office

Congratulations!

You have successfully completed the training for Working With Cash Advances.