Working With Cash Advances

This presentation includes audio for each slide

Press F5 to begin the presentation

February 2011
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

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

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Status</th>
<th>Payment Status</th>
<th>Report Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/25/11 San Diego Attend Travel Council Meeting in San Diego</td>
<td>Not Submitted</td>
<td>Not Paid</td>
<td>02/06/2011</td>
</tr>
<tr>
<td>01/25/11 San Diego Attend Travel Council Mtg at UC San Diego</td>
<td>Sent Back to Employee - Gee, Patsy</td>
<td>Not Paid</td>
<td>02/03/2011</td>
</tr>
<tr>
<td>01/15/11 LAX PEOPLESOFT SEMINAR ATUCLA 1/15/11</td>
<td>Not Submitted</td>
<td>Not Paid</td>
<td>02/01/2011</td>
</tr>
</tbody>
</table>
Welcome, Patsy Gee

Concur

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
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- 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)

<table>
<thead>
<tr>
<th>Cash Advance Name</th>
<th>Status</th>
<th>Request Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>No records found.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approval Queue  <<  >>
## 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
Create a New Expense Report

Report Header

- Report Name
- Report Date: 02/07/2011
- Policy: UCSF Standard Expense Policy
- Business Purpose
- Department Code: (478021) CONTROLLER'S OFFICE
- Fund: (69715) CONTROLLER'S OFF MC2
- Program Code
- Expense Type
- Was a cash advance issued for this trip? Yes

Next >> Cancel
<table>
<thead>
<tr>
<th>Cash Advance Name</th>
<th>Date Issued</th>
<th>Foreign Amount</th>
<th>Exchange Rate</th>
<th>Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/09/11 San Diego</td>
<td>02/09/2011</td>
<td>$200.00</td>
<td>1</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>02/07/2011</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

TOTAL AMOUNT | $150.00
TOTAL REQUESTED | $150.00

Currency Conversion Fees

Accept & Submit
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
### Exceptions

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Date</th>
<th>Amount</th>
<th>Exception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>02/07/2011</td>
<td>$150.00</td>
<td>▶️ Please use Connexus to book future airfare. Connexus is UCSF’s preferred method for booking travel.</td>
</tr>
</tbody>
</table>

### Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Amount</th>
<th>Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/07/2011</td>
<td>Airfare</td>
<td>$150.00</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

**New Expense**

- **Expense Type**: Cash Advance Return
- **Date**: 02/07/2011
- **Description**: 
- **Amount**: 50.00 USD

**Save**
Final Review

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By clicking the 'Accept & Submit' button, I certify that:

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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.

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Accept & Submit
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
Congratulations!

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