Concur

Creating an Expense Report from a Request with a Cash Advance

1) Select the "Expense" tab.
2) Select the "Create New Expense" tab.
3) Select the "Add" button to attach a request to the expense report.
4) Select the "Request" from the list and click "Add".
   a. The request will auto populate most of the required information fields.

Or...

Another way to create the expense report would be via the "Expense" shortcut option.

1) Select the "Requests" tab.
2) Note the "Status" column must show "Approved" before an expense report can be created.
3) Select the blue "Expense" hyperlink on the far right under the "Action" column.
   a. The new expense report will populate the request information automatically and attach the request
4) You will need to provide "Business Purpose" and "Request ID" before you can continue.
5) The Request ID info is in the Requests tab near the bottom of the page.
6) Click "Next" to continue.

A list of available cash advances will appear. If there are more than one available, then you will need to select the correct cash advance.

7) Click "Next" to continue.
8) Unless Per Diem is required, click "No" to continue.
   a. Your cash advance will now show in the "Outstanding Advance" total.
9) Select the "Expense Type".
   a. Once you add an expense line, the amount entered will automatically deduct from the "Outstanding Advance" total.
10) Continue entering your expense lines until the "Outstanding Advance" balance has reached "$0.00".
11) Attach all necessary receipts to each expense line.
12) Click "Submit Report" to complete the expense report.
13) Click "Accept & Submit" on the Final Review message.

You will get a summary report of the expense request submission.

14) Click “Close” to exit.

All Done!