

Purpose:

Used to obtain access for cash advance requests through the Concur Travel & Expense System. Only employees may obtain cash advances.

Requester Information

Name:		Employee ID #:	
Campus Email Address:		Campus Phone:	

Concur Advance Request

AP must receive this form a minimum of 14 business days from trip departure date to be able to complete setup in Concur. Once AP confirms the advance account has been added to your Concur profile, you may submit a travel request and include the travel advance.

Advances requests will be released around 30 days from trip departure date. Requests received less than 30 days but within 14 days of trip departure date will be released after the request is approved and processed by AP.

Only one advance per trip is allowable. Advances request amounts may not exceed trip anticipated expenses. Future requests will not be issued if you have an uncleared travel advance more than 10 days past last day of travel. AP Direct Deposit provides an efficient, expedited, reliable, and convenient way to receive the advance.

Please be advised, airline booking is available through Concur. The cost of the airline is charged to a university Ghost card. After travel is concluded, traveler attaches the available receipts for the airline to their expense report. Conference registration is allowable on department ProCard. Using both of these resources reduces the out of pocket cost to the traveler.

Certification and Approvals

The following will apply to every cash advance that I obtain:

- When I accept custody of advanced funds, I agree to be accountable for the appropriate care and disposition of these funds, including safeguarding against loss or theft. In the event of loss or theft, or unauthorized or unreconciled distribution, the University may require reimbursement from me for the amount lost or stolen, should that be the case. I understand it could result in collection activities that may include internal and external collection efforts, deduction from future travel claims, deduction from a payroll warrant, and/or tax refund offset.*
- I will not use advanced funds for purposes other than approved travel expenses, and I will make advanced funds available for audit. I am responsible for complying with all applicable rules, regulations, and policies, including reconciling advanced funds with appropriate receipts and documentation within the required time frame.*
- I understand cash advances may be picked up at the Seawolf Service Center or direct deposited into my bank account after processing in the Concur Travel & Expense System. Furthermore, I understand it is my responsibility to reimburse the University for the unused portion of the cash advances at the time of reconciliation of the expense report in Concur within 10 days after a trip is completed.*

Requester Signature (required)

Date

Approver Information

* Approver Name:		Title/Position:	
Email Address:		Department:	

Individuals cannot authorize their own applications or approve their own cash advances.

I approve the person named above to be set up within the Concur Travel & Expense System to request cash advances. Furthermore, I understand that cash advance requests submitted by this individual will require my approval within the Concur Travel & Expense System before advanced funds will be issued.

Approver Signature (required)

Date

When all necessary signatures have been obtained:

Send completed scanned form to: apinvoice@sonoma.edu