SAP Concur How-To Sheets

Requesting a Cash Advance Request

This how-to sheet outlines the steps required to request a cash advance. There are two reasons to request a cash advance:

- The most common reason is requesting reimbursement for **pre-paid** elements of a trip (e.g. airfare, in-person conference fees).
- Less common is requesting to be paid upfront for expenses that you are **expecting to incur** (e.g. for travel to an area where credit cards are generally not accepted). To be eligible request a cash advance for this reason, the claimant must be away for more than 14 consecutive days (Travel and Related Expense policy). It must be requested no less than 5 business days before departure (Travel and Related Expense policy).

Important Notes:

- **<u>Retain paper receipts until you have returned from your travel/event, submitted an expense report and received final payment.</u>**
- While a reservation is not a pre-paid expense, a deposit is (e.g. $100 deposit required to reserve a hotel room).
- A cash advance can only be issued if requested at least 21 days prior to the return date of the trip or end of your event (Travel and Related Expenses policy).

What is the SAP Concur Travel and Expense Reimbursement system used for?

- Requesting reimbursement for expenses (i.e. either travel or non-travel) that you have paid out of pocket (i.e. using your own personal money).

Governing policies can be found on the University Secretariat's site:

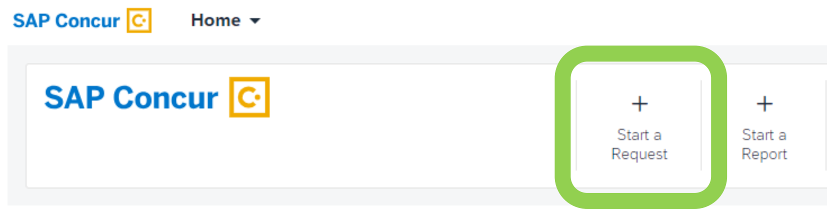
- Travel and Related Expenses

Last updated December 11, 2023.

THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP

1. From the landing page, click on the **'Start a Request'** button. Depending on the language preference you've chosen, 'Claim' may be used instead of 'Report'.

   TIP: Some users may see a '+ New' button instead of '+ Start a Request' button. In this case, click on the '+ New' button and choose 'Start a Request'.



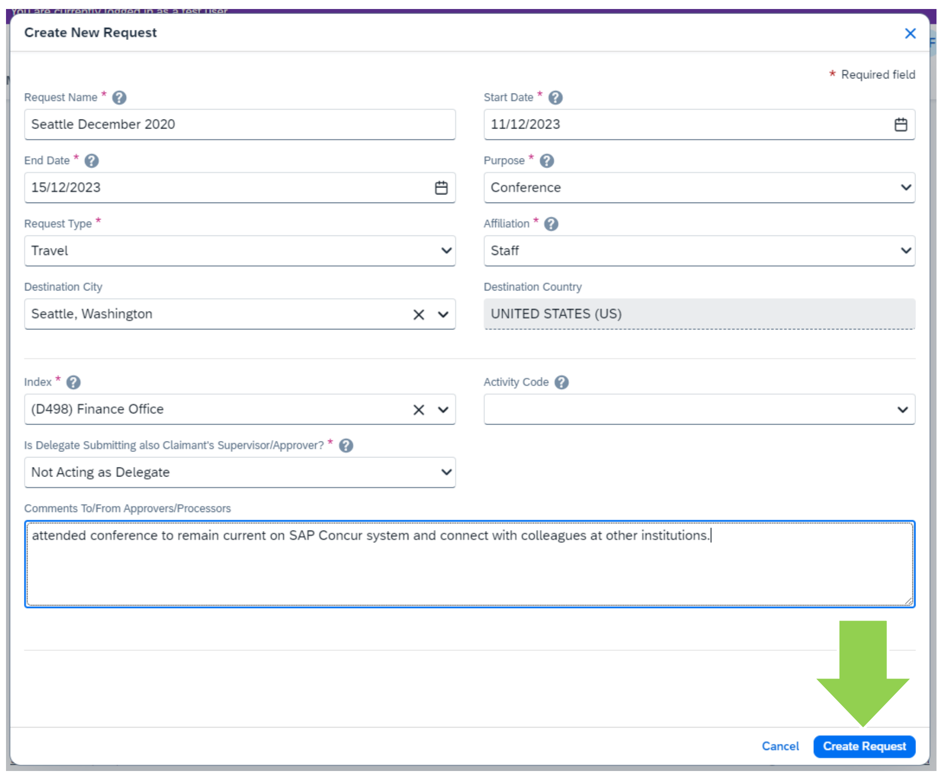
2. Begin by filling in the required fields in the header. Required fields have a red asterisk.

   TIP: Click on the question mark icons above fields for more information.

   NOTE: Choosing the correct option to the 'Is Delegate Submitting also Claimant's Supervisor/Approver?' question:

   - **'Not Acting as Delegate'** is the default. Leave the default if you are acting on your own behalf.
   - Choose **'No'** if you are acting as a delegate for a claimant, but you ARE NOT the claimant's supervisor.
   - Choose **'Yes'** if you are acting as a delegate for a claimant and YOU ARE ALSO their supervisor.

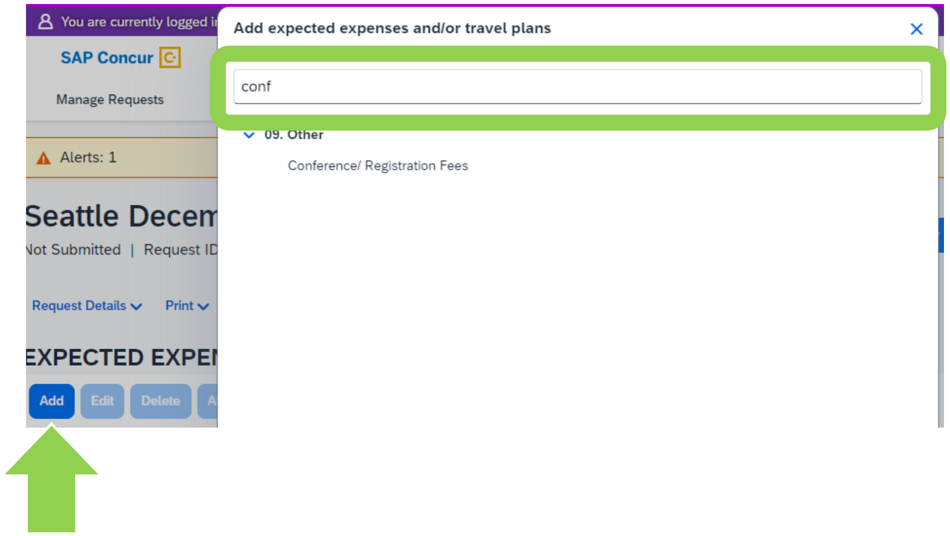
   Once you have filled in the required fields, click the blue **'Create Request'** button.



3. To add expense lines, click on the blue **'Add'** button. Begin typing in the expense type. Click on the right option in the drop-down menu.

Navigation Tip: To edit the header, click on the blue 'Request Details' text and choose 'Edit Request Header'.

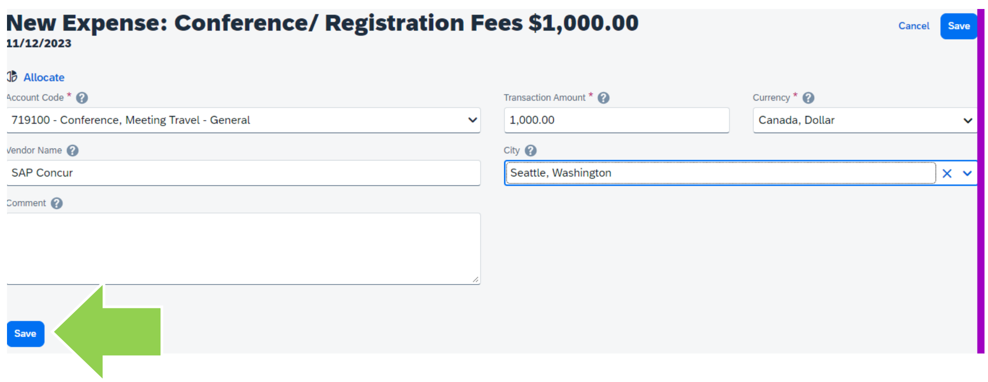
Alert Explained: A reminder that a cash advance must be added to receive payment. This will be explained in Step 6.



4. In the window that opens, fill in the required fields.

TIP: If the 'City' does not appear when you start typing, it may be too small and/ or remote. Choose a larger city nearby and make a note in the 'Comments' field.

Once you have filled in the required fields, click the blue **'Save'** button.



5. Once you have added all expenses, attach legible supporting documentation by clicking the blue **'Attachments'** text and choose **'Attach Documents'** from the drop-down menu.

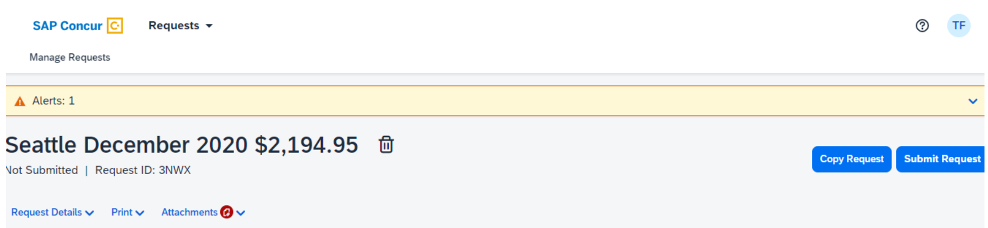
In the window that opens, drag and drop your file.

Reminder for <u>Delegates</u>: Attach the 'Claimant Declaration Form'. The form can be found on carleton.ca/financialservices/forms.

Accepted file types: PNG, JPG, JPEG, PDF, TIF, TIFF

Yellow Alert Explained: A yellow alert will be added for every expense line. The alerts are reminders to attach required documentation (e.g. receipts, conference itinerary). Yellow alerts reminding you to attach documentation will disappear when you submit the report.

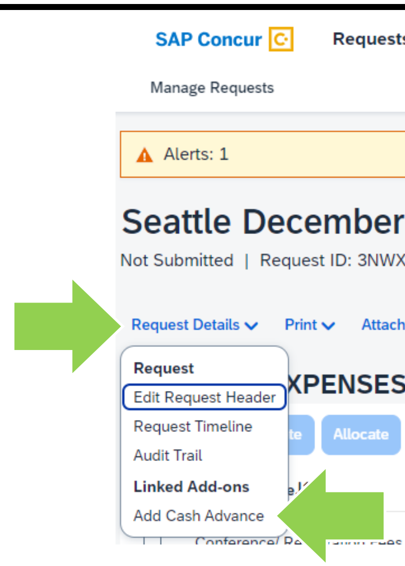
After I've added required documentation and refreshed my screen …



6. **To receive reimbursement for your pre-paid expenses you must add a cash advance.**

IMPORTANT! If you forget to add a cash advance you will not receive payment.

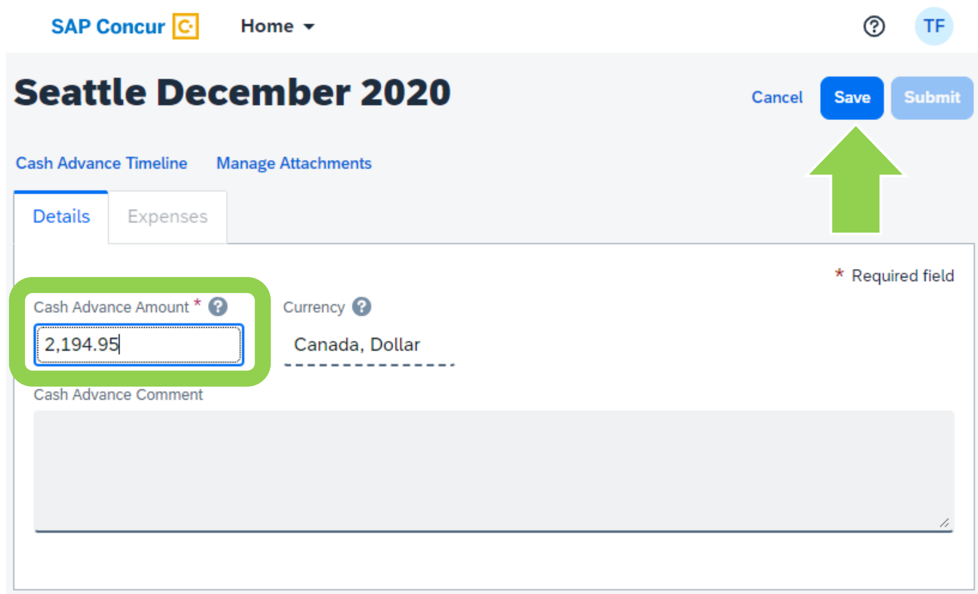
To add a cash advance, click on the blue **'Request Details'** text and choose **'Add Cash Advance'** from the drop-down menu.



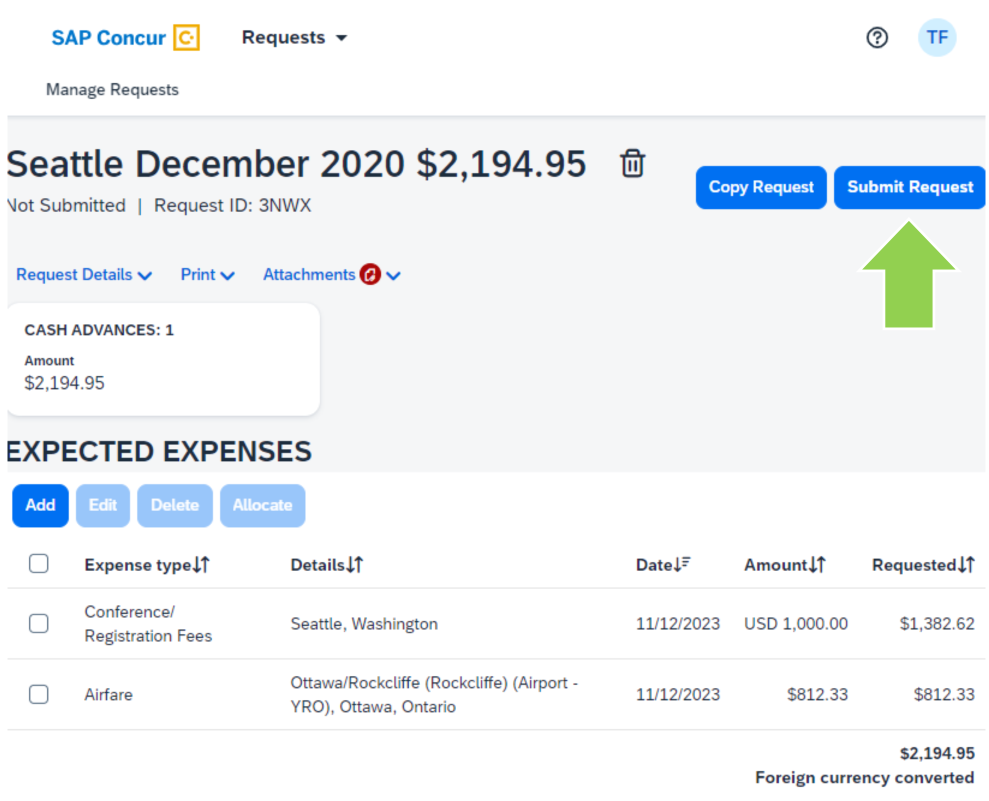
7. In the window that opens, enter the total required amount into the **'Cash Advance Amount'** field.

TIP: The estimated total of your expense lines appears in the bottom right hand corner of the screen.

Click on the blue **'Save'** button.

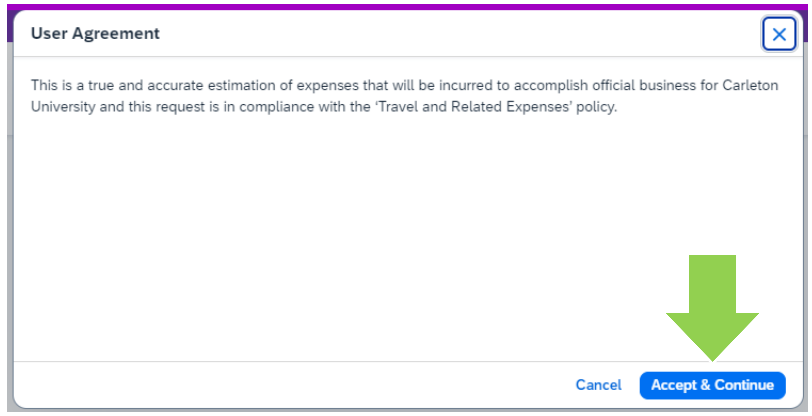


8. To submit the request for approval, click on the blue **'Submit Request'** button.



9. Read the 'User Agreement'.

Click the blue **'Accept & Continue'** button to certify that the text in the 'User Electronic Agreement' window is true.



10. **Once travel has been completed, you must clear this advance.** To learn more, read the 'Submitting an expense report when you already have an outstanding cash advance request' how-to sheet from carleton.ca/facts/travel.

What next?

- Visit carleton.ca/facts/travel to find more how-to sheets.
- Questions about the system? Email financial.systems@carleton.ca.