

Travel Cash Advance and Reconciliation

What is a travel cash advance?

- Eligible MSU employees may request a cash advance in Concur prior to MSU business travel in order to cover expected out of pocket expenses.
- Research cash advances are not requested within Concur.

How much does a travel cash advance cost?

- The fee for a travel cash advance is \$15.
- It will be charged to the account number on the Expense Report Header after the Expense Report is finalized. The fee is processed using a Service Provider Billing document.

Who is eligible for a cash advance?

- Refer to Section 61 of the Manual of Business Procedures for full eligibility and support documentation requirements.

When do I receive the cash advance?

- The Accounting Office in the Office of the Controller will issue cash advances approximately 2-3 weeks prior to the Request Trip Start Date, found on the related approved Concur Request.
- If the Request that contains the cash advance is approved less than 2 weeks prior to the Request Trip Start Date, the cash advance will be issued as soon as the Accounting Office is notified of the cash advance within Concur.

Where does my cash advance get sent?

- Travel cash advances will be received in the same manner that the eligible MSU employee receives his/her payroll.
- A traveler receives an email from Concur when a cash advance is issued and should expect that the money will be available in 3-7 business days.

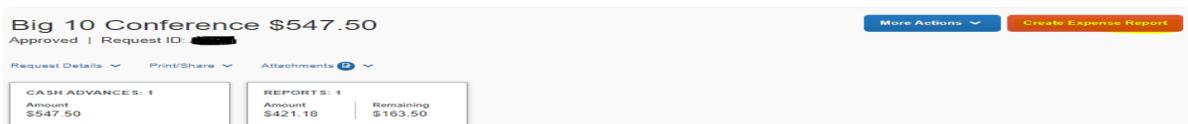
How do I request a cash advance?

- Cash advances for travel are requested as a function of a Concur Request.
- Process:
 - Under the Request Details - Linked Add-ons, select Add Cash Advance. Enter a dollar amount of the requested amount and an optional comment.
 - In order to request a cash advance, the Concur Request will require this to be an MSU funded trip, as chosen in the Funding Source field on the Request Header. Also required will be an MSU account number entered on the Request Header.

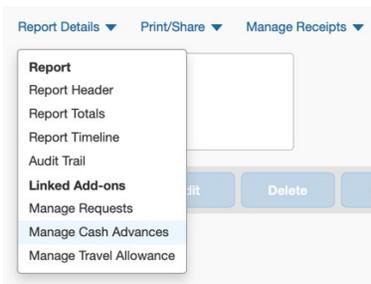
- The traveler/delegate must fill out expected expenses in the Segments and/or Expenses tabs of the Request to identify expected costs of the trip.
 - Note – it may be helpful to fill out your expected expenses to calculate the dollar amount prior to entering the cash advance amount.
- The requested cash advance amount cannot be more than the expected expenses. If you expect to spend \$2,000 on a trip, you cannot request a cash advance for more than \$2,000. Airfare cannot be included in the amount requested for a cash advance, even if it is included on the expected expenses.
- Cash advances are not available when selecting the Non-Profiled Traveler policy (guest or students who are not employees).
- If a hardship letter is required per policy – see question above on *who* is eligible – you must attach the letter using the blue Attachments link after saving the Request Header. It is important to add any attachments to the Request Header and not the Cash Advance - Manage Attachments link. The Accounting Office will review to ensure eligibility has been met prior to issuing the cash advance.
- Once the Request is fully approved the Accounting Office will issue the cash advance approximately two weeks before the trip start date - see question above on *when* the cash advance is received.

How do I reconcile a cash advance?

- Cash advances for travel are reconciled as a function of an Expense Report in Concur.
- If you create an Expense Report by clicking on the Approved Request tile/link, any cash advances requested as a part of that Request will automatically connect to the Expense Report for reconciliation.



- If you create an Expense Report and need to add a cash advance to reconcile within that Report, click Report Details -> Manage Cash Advances and Add any available cash advances.



- If a cash advance is being reconciled within the Report, it will be shown above the Add Expense button within your Report.

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Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts ▾

| | | |
|----------------|------------------------|-----------|
| REQUEST | CASH ADVANCE: 1 | |
| Approved | Amount | Remaining |
| \$1,196.00 | \$400.00 | \$400.00 |

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾

- You will see the amount of the cash advance (“Amount”) as well as the remaining amount to be reconciled (“Remaining”). This is recalculated as you enter reimbursable expenses to this expense report.
- After entering all expenses, if there is still a remaining amount on your cash advance, you will need to repay MSU.
 - You will add up the Cash Advance amount Remaining (as noted in the picture above) to the amount in the Report Totals box labeled “Amount Owed Company” (see picture below) for the total amount to be repaid.

Report Totals

| | |
|------------------------|-------------|
| Report Total : | \$13,392.79 |
| Less Personal Amount : | \$29.41 |
| Amount Claimed : | \$13,363.38 |
| Amount Rejected : | \$0.00 |
| Amount Approved : | \$13,363.38 |

Company Disbursements

| | |
|------------------------------|-------------|
| Amount Due Employee : | \$0.00 |
| Amount Due MSU Agency Card : | \$3,791.95 |
| Amount Due MSU Travel Card : | \$5,173.10 |
| Cash Advance Utilized : | \$4,427.74 |
| Total Paid By Company : | \$13,392.79 |

Employee Disbursements

| | |
|--------------------------|---------|
| Amount Owed Company : | \$29.41 |
| Total Owed By Employee : | \$29.41 |

- Any remaining cash on hand should be returned to the Cashier’s Office.
 - Online payments can be processed through the Cashier’s Office payment website: https://commerce.cashnet.com/msu_8012
 - Checks may be mailed (via campus mail or USPS) to the Cashier’s Office at 426 Auditorium Rd Room 110, East Lansing, MI 48824. Please reference the 5-digit research participant advance number or the 4-digit Concur Request ID so that proper credit is given.
 - Cash and checks may be dropped off to the Cashier’s Office.

- Drop box in the hallway outside of room 110 (check only). Please complete the appropriate payment slip for your advance available next to the drop box and place in an envelope.
 - Drive up mailbox located in the Administration Building parking circle (check only). Please reference the 5-digit research participant advance number or the 4-digit Concur Request ID so that proper credit is given.
 - Night depository (cash or check) located on the exterior of the Administration Building at the top of the handicap accessible ramp. Please reference the 5-digit research participant advance number or the 4-digit Concur Request ID so that proper credit is given.
 - Appointments may be made for the drop off of larger cash repayments that do not fit in the night depository slot. Please contact the Cashier's Office at 517-355-5023 or msucashiers@ctrl.msu.edu for availability.
- Your Expense Report will not be finalized until this repayment has occurred.