

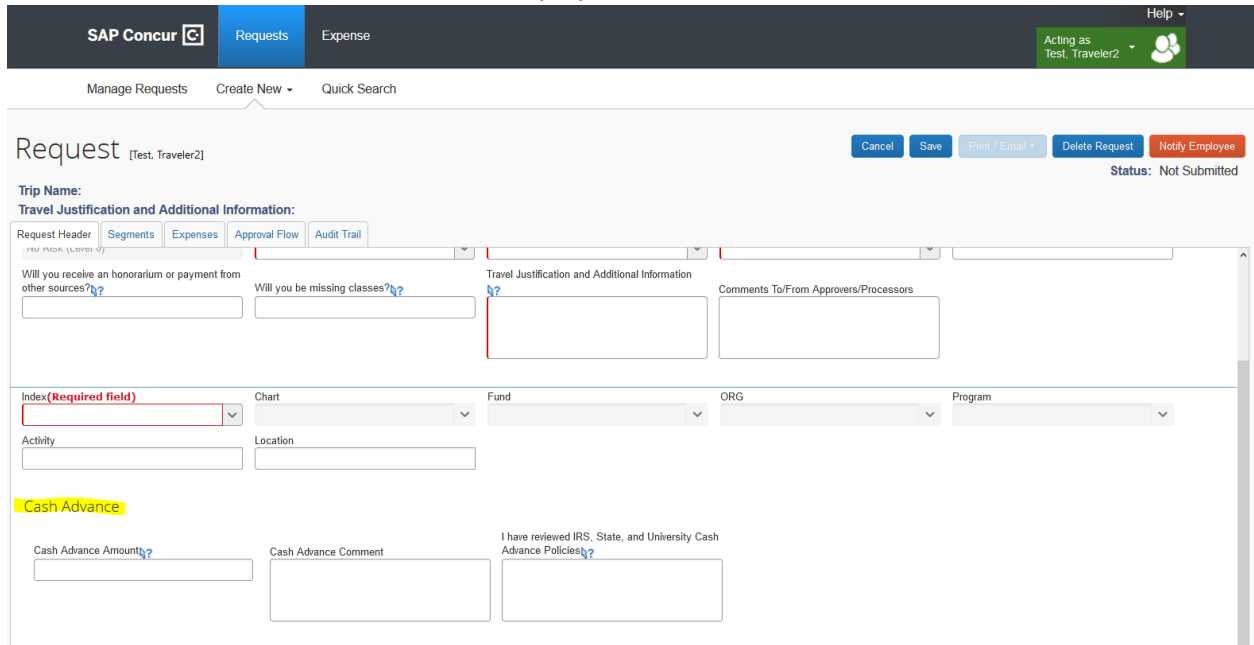
Cash Advances Prepared by Delegates

To Act as a Delegate: Login to [Concur](#)

1. **Click Profile** on the upper-right of your dashboard and begin typing the traveler's name to search and select from the list field under **Acting as other user**
 - Note: **The employee must assign you as a delegate** in their Profile Settings. Travel Services can also enable delegate permissions.
2. Click **Start Session**. You are now acting as a delegate for this user, displayed by the green label "Acting as . . ."

Confirm the employee you're helping has cash advance permissions:

1. Click Start a Request
2. At the bottom of the Request Header you should see a Cash Advance section with fields for Amount, Comment and a box for the employee to enter their initials:



The screenshot shows the SAP Concur 'Request' form. At the top, there are navigation tabs for 'Requests' and 'Expense', and a user profile indicator showing 'Acting as Test, Traveler2'. Below the navigation, there are buttons for 'Cancel', 'Save', 'Print / Email', 'Delete Request', and 'Notify Employee'. The main form area is titled 'Request [Test, Traveler2]' and includes a 'Status: Not Submitted' indicator. The form is divided into sections: 'Trip Name', 'Travel Justification and Additional Information', and 'Cash Advance'. The 'Cash Advance' section is highlighted in yellow and contains three input fields: 'Cash Advance Amount', 'Cash Advance Comment', and a box for initials with the text 'I have reviewed IRS, State, and University Cash Advance Policies'.

If these fields are missing, contact Travel Services to enable the Cash Advance Request permissions.

Enter the Cash Advance Information on behalf of the employee:

1. Enter the Cash Advance Amount and Comment if needed. The employee enters their initials in the last box to attest they are familiar with cash advance rules when they submit the Request.