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:

   ![Cash Advance Section](image)

   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.