



Cash Advance Setup (CAS)

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

Requestor Information			
Name:		Employee ID #:	
Department:		Campus Phone:	
Campus Email Address:		Requested Amount:	

Reason for Cash Advance

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 pickup up at the Bursar's Office 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 60 days after a trip is completed.

Requester Signature (required) Date

Approver Information

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

* Cash advance approvers must be an Approving Authority. 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

OFFICE USE ONLY:

I approve the requester named above to be set up within the Concur Travel & Expense System to request cash advances.

Accounts Payable/Travel Signature (required) Date

When all necessary signatures have been obtained:

Send completed scanned form to: sacstatetravel@csus.edu
 or Mail to: Accounts Payable & Travel · MS 6004