



## Clearing and Outstanding Cash Advance Balance

This guide will explain the steps to clear an outstanding cash advance balance in Concur. Prior to being able to submit an expense report associated with a trip with an outstanding balance, a cash receipt voucher must be completed, and the finalized copy with receipt number must be sent to Travel Services.

\*\*Cash receipt voucher can be found at [controller.msstate.edu](http://controller.msstate.edu) > Treasury Services > Forms > Form Name: Cash Receipt Voucher.

1. Complete a cash receipt voucher as follows:
  - Input amount that the traveler owes back to MSU on the appropriate line:
    - If paying by check, input amount paid by check on the line next to **Checks**.
    - If paying by cash, input amount paid by check on the line next to **Cash**.
    - When paying funds back for an outstanding travel balance, **Credit Cards** cannot be used.
    - Input the total paid by the two acceptable methods of payment on the line next to **Total Deposit**.
  - **Deposit to Account(s)**
    - **FUND:** 100000
    - **ORG:** 999999
    - **ACCOUNT:** 141421
    - **PROGRAM:** 999999
    - **ACTIVITY:** leave blank
    - **AMOUNT:** the amount that the traveler owes back to MSU
  - **Total this Page**
    - Input the total amount that the traveler owes back to MSU in the box all the way to the right.
  - **Description (up to 25 characters)**
    - Name of traveler – Request ID: XXXX
      - Example: Amber Brazil – Request ID 3AQ5
      - Request ID is found in the Request ID column of the list of requests when you click on the Requests tab.
  - **Memo:**
    - Please post this check payment for (traveler's name, MSU ID number) Request ID XXXX in the online Concur travel module.
      - Example: Please post this check payment for Amber Brazil, 987654321, Request ID 3AQ5 in the online Concur travel module.
  - **Prepared By:**
    - First and last name of individual preparing cash receipt voucher
  - **Date:**
    - Date cash receipt voucher was prepared



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- **Telephone #:**
    - Telephone # person who prepared cash receipt voucher can be reached at
  - **Submitted By:**
    - First and last name of individual submitting cash receipt voucher
  - **Mail Stop:**
    - Mail stop of department
2. Cash receipt voucher and payment should be taken to Account Services at 158 Garner Hall.
    - When taking the payment to Account Services, ask for a copy of the processed cash receipt voucher with a receipt number on it.
  3. Email a copy of the processed cash receipt voucher (with receipt number) to [concurhelp@travel.msstate.edu](mailto:concurhelp@travel.msstate.edu).
  4. Travel Services will record the payment in Concur. This will release the expense report and allow the traveler to submit it.



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