**Cash Advance Procedure - Human Participant Payments**

**Obtaining Payment Funds via Concur Cash Advance**

The Concur Cash Advance Request is one avenue by which authorized Principle Investigators may obtain funds for Research Participant Payments. The process to request these funds is outlined below, and is nearly identical to the process for obtaining a cash advance for personal travel or other purposes.

* Payment of funds is made directly to the Principle Investigator in the form of a check or (if pre-arranged) an ACH deposit directly into the PI’s personal bank account.
* The Principle Investigator may convert advanced funds to cash, or purchase gift cards or other cash equivalents as authorized by IRB approval.
* The Principle Investigator must reconcile the advance by completing a Concur Expense Report at the conclusion of the research project, or earlier when arranged with Financial Services.

**Process**:

Requesting Funds

* After logging into Concur, select *Requests* from the top-level menu.
* Select *New Request*.
* Complete the request header information as you would for any other travel or advance request.
	+ Recall items marked in red are required fields.
	+ Request start and end date should reflect the period this advance is expected to be in use. Estimates are acceptable.
	+ Under Request Purpose, select “Event”
	+ Under Additional information, please provide the Chapman project number and title associated with this advance.
* In the Cash Advance section, please provide the amount and desired distribution date of this advance.
* Click SAVE and select the Expenses tab.
* Select Current Year Expense Estimate
	+ Transaction should equal the Start date from the request header
	+ Enter the estimated amount to be expended in the Current fiscal year.
	+ Select Save
* If appropriate, select Future Year Expense Estimate and repeat above steps.
	+ *Sum of Current- and Future-year estimates must equal the total advance.*
* From the upper-right menu, select Attachments/Attach Documents.
	+ Attach the portion of IRB documentation that authorizes Human Subject payments for this research project.
* Select Save.
* After reviewing the document, select Submit to begin work-flow approvals.

Distribution:

* All payments to research participants must be recorded on the Research Participant Payment Log as they occur.
* A separate log must be maintained for each Cash Advance or petty Cash fund issued.
* At least quarterly, the Principle Investigator will provide disbursement information for all Chapman employees (including student employees) who have received payments.
* All funds must be secured in accordance with Chapman guidelines and accessible to authorized personnel only.

Close Out:

The Principle Investigator must close out each cash advance received by completing an associated Concur Expense Report. The process is the same as closing any Chapman-issued cash advance.

Advances must be closed when:

* The project comes to an end.
* All funds are exhausted or no longer needed.
* Other timing as arranged with Financial Services.

Return any unused Cash to the Chapman Cashier

* This may be done in-person or on-line using a personal credit card. (retain the receipt).
* Chapman P-Cards may not be used to return cash.
* Gift cards or other cash-equivalents cannot be returned to the cashier. These must be converted to cash (bought out) for return.

Create A Concur Expense Report

* After logging in, select New and Start an Expense.
* Complete the header information of the expense report.
	+ Red highlighted fields are required.
	+ Click ADD to reveal a list of available Cash Advances.
	+ Select the appropriate advance by clicking the box AND
	+ Record the request ID in the space provided.
	+ Select NEXT
* Complete the expense report using standard Chapman processes.
	+ Scan and attach the issue log as the receipt for payments issued to participants.
* Review and select Submit when all items are entered.
* Please contact John Van Buren X-6346 or Karina Cruz X-6876 in Financial Services with any questions related to concur