To process the cash advance return in an expense report:

1. After adding the cash advance to the report, create a new expense using the expense type named **Cash Advance Return**.

2. Complete all required fields.

3. Click **Save Expense**.

4. Physically return the remaining currency to the appropriate person.
   To return the cash advance manually, proceed to the administrator who is responsible for accepting cash advances - they will record the returned amount.

   Contact your company's SAP Concur administrator for more information.