

Reporting for cash advances obtained with American Express card

This procedure has been revised; we had to make certain changes in the way cash advances are reported in Concur.

What's new: cash advances to be paid to American Express must now be marked as a personal expense. This is just a technical adjustment and there is no change in policy.

When reporting for cash advances please follow either of the two procedures described below.

1. Reporting expenses from your cash advances on the same report with your American Express charges.

You can and you should report all your travel expenses, cash and AmEx, at the same time.

- First, select the cash advances listed on the Company Card page and add them to the expense report.
- Mark the cash advance as a personal expense by checking off the small Personal Expense box above the Save button. This step is necessary to allow Accounting to record cash advances as amounts owed by the employee.

Please remember: make sure that the Expense Type for cash advance entries is Cash Advance, not Miscellaneous. Payment Type is American Express (it should already be preselected).

- Next, enter all your cash expenses. Select Payment Type = Cash (or Personal Credit Card if that is what it was).
- Don't forget to enter separately any ATM fees, so they are deducted from the cash advance total (e.g. if the cash advance is \$101.50, it includes \$1.50 in bank's ATM fee). For ATM fees you must select Payment Type = Cash.

You can view the report totals at any time by clicking on the Summary button or the Print button.

When the report is finished, print the Standard Report and check the amounts listed under "Amount Due Employee" and "Amount Due Company". If you haven't spent the entire cash advance, please attach a check made to OSI for the amount listed under "Amount Due Company." If you're not reporting any cash expenses, please make the note of the amount owed OSI and when you're ready to report your cash expenses please follow the procedure for the second report as described below.

2. Reporting expenses from your cash advances separately from your American Express report.

- First, American Express report
- Select the cash advances listed on the Company Card page and add them to the expense report. Mark the cash advance as a personal expense by checking off the small Personal Expense box above the Save button.

- Second report, for cash expenses
- Enter the amount of cash advances again, this time manually. Payment Type must be Cash. Unlike in the PRS, the amount of cash advance must be positive. Do not use a minus sign.

- Then enter all your cash expenses. Select Payment Type = Cash (or Personal Credit Card if that is what it was).

- Don't forget to enter separately any ATM fees, so they are deducted from the cash advance total (e.g. if the cash advance is \$101.50, it includes \$1.50 in bank's ATM fee). For ATM fees you must select Payment Type = Cash.

- If you haven't spent the entire cash advance, please attach a check made to OSI for the amount listed under "Amount Due Company". You may not roll over the advance for the second time.

Example:

\$102 Cash Advance, check box "personal"
This charge should automatically be on your statement/Concur
\$2 ATM fees, **do not** check box "personal"; payment type is "cash"
This should be a new entry created by you
\$40 Taxi to JFK, **do not** check box "personal"; payment type is "cash"
This should be a new entry created by you

\$60 remaining amount
Return it or write a check payable to OSI with your expense report

Example:

\$102 Cash Advance, check box "personal"
This charge should automatically be on your statement/Concur
\$2 ATM fees, **do not** check box "personal"; payment type is "cash"
This should be a new entry created by you
\$120 R/T car at airport, **do not** check box "personal"; payment type is "cash"
This should be a new entry created by you

\$20 Out-of-pocket amount – \$60 will be reimbursed to you via Concur

Please keep track of your outstanding cash advances. If you're not sure how much you owe please contact Nadine Weir (x 1638). If you submit a cash expense report that does not include outstanding cash advances, the report will be sent back to you for corrections and any reimbursement to you will be delayed.

REMINDER: A summary of OSI policy and procedures regarding cash advances to employees:

- Accounting Department does not issue checks for cash advances to employees holding American Express corporate cards (exceptions may be approved).
- Cash advances are available from the ATMs bearing the blue American Express or Express Cash logo (in NYC also from NYCE and MAC machines):
 1. Insert the American Express Card into the ATM
 2. Enter your Personal Identification Number (PIN) when it is asked for. Then follow the instructions to withdraw cash.
 3. After the ATM has processed your transaction, you will receive a receipt. Please save it.
 4. Your cash advance transaction plus 2% Amex fee, plus any ATM fees, will appear on your next Amex billing statement.
- Cash advance may not be drawn earlier than 5 days before the departure on a business trip, and no later than on the last day of the trip. Cash advance is for travel expenses only.
- Please remember the amount of your monthly limit.
- Withdrawal of cash advances when not traveling is not permitted.
- Cash advances may not be used for personal expenses under any circumstances.
- The amount of cash advances should not exceed the estimated total cash needed for a trip.
- The unused advance may not be carried forward to the next trip.
- You will account for the expenses made from the cash advance at the same time you account for expenses charged to your American Express card.
- The advance is treated as an ordinary charge on your card, thus to clear your account, you must remit any unused/unaccounted for portion to OSI at the time you submit the expense report.

If you travel abroad, we strongly recommend that you withdraw cash advance before the departure. American Express does not have ATMs in some countries. In addition, you may not be able to follow instructions at the foreign ATMs if you don't know the local language.

For the location of participating ATMs nearest you, call 1-800-CASH NOW (1-800-227-4669) or point your Internet browser to American Express ExpressCash ATM Finder:

<http://americanexpress.com/expresscash>