Cash Advance Policies & Procedures

Cash advances are issued to employees for one of two purposes—travel expenses or the purchase of items for the University.

It is important to note that any advances not cleared within 60 days of the issued may be subject to collection as a payroll deduction.

Travel Expenses

Cash advances for travel expenses are to be limited to employees who are unable to pay for lodging, meals, and other incidental travel expenses with their own funds, and be reimbursed by the University upon completion of the trip with submission of a travel expense statement. Procedures are in place to prepay airfare, registration, and lodging to limit the need for cash advances. These expenses can be prepaid on an AGS request with supporting documentation.

PROCEDURE for obtaining a cash advance:

- Complete the Cash Advance Request Form.
- Submit an AGS request with the employee as the vendor. Follow the appropriate chain of approval. Attach the Cash Advance Request Form and Request for Authority to Travel Form to the AGS request.
- Submit A Request for Authority to Travel prior to, or accompanying the AGS request.
- Both requests must be fully approved by the employee's supervisor and, if applicable, the Business Affairs Manager.
- Accounts Payable will process a check and the employee will be notified that the check is available for pickup in The Office of Business Services, Suite 3700, Town Point. If travelers' checks are to be issued, please note this on the AGS request.
- Accounts Payable will record the cash advance.
- Upon completion of the trip, return any remaining funds to the Bursar's Office. Inform the cashier that the funds are the remains of an outstanding cash advance. The Bursar will send a copy of this receipt to Accounts Payable, and it will be applied toward the outstanding credit voucher.
- Submit a travel expense statement with required documentation. Follow the appropriate approval chain. Accounts Payable will use these documents to record the departmental expense, and complete the clearing of the cash advance.
- If expenses exceed the amount of the cash advance, a payment will be generated to reimburse the employee.
- For budget management and accounting purposes, it is important to note that the departmental budget will not reflect any expenses until the final travel expense statement is processed for payment.
Miscellaneous Expenses

Cash advances are to be issued for the purchase of items for the University only if a P-card is unavailable or cannot be used for the purchase.

It is important to note that any advances not cleared within 60 days of the issued date may be subject to collection as a payroll deduction.

PROCEDURE

- Complete the Cash Advance Request Form.
- Submit an AGS request with the employee as the vendor. Follow the appropriate chain of approval. Attach a brochure, event announcement, or some other relevant documentation to validate the need for the cash advance.
- Accounts Payable will process a check and the employee will be notified that the check is available for pickup in The Office of Business Services, Suite 3700, Town Point.
- Accounts Payable will record the cash advance.
- After the purchase is made, return any remaining funds to the Bursar's Office. Inform the cashier that the funds are the remains for an outstanding cash advance. The Bursar will send a copy of this receipt to Accounts Payable, and it will be applied toward the outstanding credit voucher.
- After the purchase is made, submit an AGS request, with the employee as the vendor, through the appropriate approval chain. Provide receipts as supporting documentation. Accounts Payable will use these documents to record the expense, and complete the clearing of the cash advance. If the expenses exceed the amount of the cash advance, a check will be generated to reimburse the employee.
- For budget management and accounting purposes, it is important to note that the departmental budget will not reflect any expenses until the final AGS request is processed for payment.