Health and Human Development Advance Policy

Summary
Advances are issued via a Special Request for Check (SRFC). Advances are not to be intermingled and they must only be used for the specific purpose stated in the explanation of the form, which has been approved to initiate the payment. Cash advances are never to be used to reimburse for the use of personal funds used for University purposes I.E. participation payments.

All advances are required to follow the settlement date indicated on the advance. If unforeseen circumstances occur and the advance can’t be settled by this date, an extension should be requested. The extension can be sent via email to the Assistant Financial Officer with the SRFC number, original settlement date, explanation for extension and new extension date. Extensions are considered exceptions and should be few and far between.

Short Term Advances for Cash Participant Payments (Fund 02060)
- All Research participant payments must follow University and College Policy and Procedures along with state, federal, grant, and IRB requirements and guidelines
- One advance per IRB is allowed to be open at a time
  - Exceptions to this guideline require prior approval from the Financial Officer
- Must be issued to the PI of the grant
  - Exceptions to this guideline require prior approval from the Financial Officer
- Advances should be open for a maximum of 3 months
  - Exceptions to this guideline require prior approval from the Financial Officer

Short Term Salary Advances (Fund 02040)
- Only allowed for limited hardship situations (payroll issues) and not for future salary payments
- Requires prior approval from the Financial Officer
- The completed Accountability Form must be submitted to the Finance Office

Travel Advances (Fund 02060)
- Travel advances can only be used for meals on Conus travel and hotel/meals on O-Conus travel
- Travel advances must be marked as travel advances and are to be few and far between due to the use of the purchasing cards--see wording from travel policy
  
  Travel Advances
  Special circumstances may warrant issuance of a travel advance. Travelers facing hardship or those with unusual circumstances should review their situations with the Financial Officer to find a solution for their travel needs. If a traveler is authorized to use a Purchasing Card for travel expenses, then he or she will not be eligible to receive a short-term travel advance, unless there are extenuating circumstances that require cash. Travel advances are generally discouraged, and must be regarded as a last resort for handling travel expenses.
  
- Requires prior approval from the Financial Officer