

Health and Human Development Advance Policy

Summary

Advances are issued via a Non-PO Invoice payment. 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 Non-PO Invoice document number, original settlement date, explanation for extension and new extension date. Extensions are considered exceptions and should be few and far between.

Instructions on how to complete a Non-PO Invoice payment for a cash advance can be found [here](#).

Short Term Advances for Cash Participant Payments

- 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
- 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

- Only allowed for limited hardship situations (payroll issues) and not for future salary payments or supplemental salary payments
- Requires prior approval from Human Resources and the Financial Officer

Travel Advances

- Travel advances are issued to the employee through SAP Concur via the travel request
- 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