

CASH ADVANCES

Program Directors seeking a cash advance to travel must complete the VSU **Request for Cash Advance for Travel (For use by Study Abroad Programs Only)** (copy attached). The form is self-explanatory.

The completed form, along with the student and employee rosters specified on the form, should be **routed** as follows:

1. **Program Directors** sign and forward to the **Assistant Director/Coordinator of Study Abroad (A.D.)**
2. The **A.D.** approves and forwards to **Accounts Payable**
3. **Accounts Payable** enters the request for cash advance into the accounting system and forwards the request to the **A.D.**
4. The **A.D.** approves the form electronically
5. After the **A.D.** approves, **Accounts Payable issues** a check to the **program director** who must pick up the check from Financial Services and sign for the check. No EFT's can be made.

The Program Director must substantiate the advance **within five working days** from the trip return date.¹ To do so, the Program Director must complete an expense report through the People Soft expense module and apply the cash advance to the expenses on the report.

The Program Director must also submit **documentation** to substantiate the expenses. This documentation should itemize the expenses (in English) and include all receipts. Foreign currency transactions must be converted to US dollars and the source for the conversion rate must be stated. The **receipts** should be reviewed and approved by the **A.D.**, sent to the **Provost** for his review, and then forwarded to **Financial Services** for reimbursement.

Any funds received in excess of funds documented must be deposited with Financial Services and Receipts turned in with expense report.

If documented expenses exceed the amount of the cash advance, a check will be issued to the Program Director through the Expense Reporting system.

If an expense report and documented evidence is not submitted to financial services within 5 days from the trip return date, Financial Services will send the Program Director a reminder with a copy to the CIP Director and the Program Director's Department Head. Failure to respond within 8 days will result in a warning with a copy to the Department Head, Chair and Provost. Failure to respond within 10 days from the trip return date will require notification to the System Office under HB1113/malfeasance regulations and consequences may include reprimand or other action.

¹ Program Directors planning to stay abroad at the conclusion of one program for another or for research purposes, may request an extension of this deadline from the Provost until his/her return to the United States.

VSU Request for Cash Advance for Travel

(For use by Study Abroad Programs Only)

Submission Date: _____

Applicant: _____ VSU ID or Last 4 Digits of SSN#: _____

Employing Dept/Unit: _____ Dept Contact: _____ Ext: _____

TRAVEL DATA

Dates of Travel: (From) _____ (To) _____

Program Name and Destination: _____

Number of Students (please attach a list or roster of names and VSU ID numbers): _____

Number of Employees (please attach a list or roster of names and VSU ID numbers): _____

ESTIMATED COSTS (Do not include prepaid or personal expenses in estimated costs.)

1. Transportation Cost: Air: _____ Other: _____ Other: _____ Total \$ _____

2. Excursions: (_____) \$ _____

3. Registration Fees: \$ _____

4. Hotel and Meals: Hotels: _____ Meals: _____ Total \$ _____

5. Other: (Taxi, Parking, Phone) \$ _____

TOTAL ADVANCE REQUESTED \$ _____

I understand that all documentation and receipts substantiating this advance must be submitted 5 days from trip return date. Failure to do so will require notification to the System Office under HB1113/malfeasance regulations and consequences may include reprimand or other action.

Applicant's Signature: _____

Date: _____

AUTHORIZATIONS

Office of Int'l Programs: _____

Date: _____

Vice Pres. /Cabinet Officer: _____
(If applicable)

Date: _____

Financial Services: _____

Date: _____

Cash Advance # and Due Date (To be completed by Accounts Payable Office): _____