

CASH ADVANCES POLICY

1. Eligibility and Limits for Advances

- 1.1. Members of staff who embark on overseas travel may apply for a cash advance for expenditure incurred on behalf of the University while on the trip. Advances may also be available for UK based field trips where staff members are required to pay for supplies etc. for a larger group of students. Advances must be requested at last 5 working days prior to travel and will be paid in sterling into the individual's UK bank account in the week before departure.
- 1.2. Advances are only to be used where payment cannot be made via normal procurement procedures or when travelling to countries where payment by credit card etc. can be problematic. Conference fees, travel and accommodation costs should not be paid from a cash advance where payment can be made through normal means. Amounts requested should be kept to a minimum.
- 1.3. Advances will be capped at a maximum of £2,000 to reflect the University's insurance policy for carrying cash. For advances in excess of £500, a detailed analysis of the expenditure is required. It is recommended that travel and accommodation is booked through the University's travel supplier. Our travel supplier can accommodate bookings for hotels that are not listed and this should be investigated before requesting an advance. Advances may be provided for travel or accommodation when our provider have confirmed their inability to undertake the booking.
- 1.4. For safety reasons the University does not endorse carrying large sums of cash. Individuals should make themselves aware of any restrictions on the amount of cash that can be brought into the relevant country prior to travelling.
- 1.5. Advances will not be issued to individuals with previous advance payments outstanding.

2. To Apply for an Advance

- 2.1. Complete the Advances Claim form – all advances must be approved by your Head of School/Directorate or their nominated depute if unavailable. Completed forms should be forwarded to the Cash Office. The Cash Advances Claim form can be found at:

<https://www.abdn.ac.uk/staffnet/working-here/expenses-and-advances-582.php#panel585>
- 2.2. Finance will review the application and if approved the advance will be paid to the staff member's bank account held on the Finance System.

3. To Settle an Advance Claim

- 3.1. To account for the expenditure the recipient must complete an Expense Claim on the finance system, selecting the Advance to be offset the expense claim against, and provide supporting receipts for the expenditure. Advances should be settled within one month, or for trips lasting longer than a month, within one week of return from the trip.
- 3.2. Approvers will check transactions to ensure that the expenditure relates to genuine business activities, that the claim adheres to the University's Expenses & Benefits Policy and that all receipts have been attached. If everything is in order the expense claim will be approved, if not the claim will be rejected for the recipient to rectify the situation. The University's Expenses & Benefits Policy is accessible from the [Policy Zone](#) in StaffNet.

4. Returning Balances

- 4.1. If the recipient does not spend the full value of the advance the unspent balance must be returned to the University. The recipient should contact the Accounts Payable Section to inform them of the outstanding amount and will be advised how to return the balance. Unspent balances cannot be retained for future trips.

5. Overdue Advances

- 5.1. Where cash advances are overdue, Accounts Payable will contact the individual to establish the reason for the delay and to arrange for settlement as soon as possible.
- 5.2. Outstanding advances are not included in the University's expenditure figures until an expense claim is processed and authorised. As a result, continued failure to settle an advance will result in Heads of School/Directorates being notified of the situation for their help in resolving the issue.
- 5.3. Until previous advances have been settled no further advances will be given, nor will other expenses be paid, to a member of staff in default.
- 5.4. Continued failure to process an expense claim or refund the outstanding balance will result in the individual being referred for further investigation and may lead to disciplinary proceedings. Furthermore, the University will **deduct the value of the outstanding advance from the staff members salary**. The member of staff will be advised a minimum of two weeks in advance of the deduction from their salary.
- 5.5. Repeated failure to clear advances on a timely basis may result in future advances being refused.
- 5.6. When a member of staff resigns, or their contract is coming to an end, the Accounts Payable section should be contacted to establish whether they have an outstanding advance.

6. Non Processing of Transactions

- 6.1. If advances are not processed on a timely basis Finance will take the following action when the days from the date of settlement listed below are exceeded:
 - **10 days** - the recipient will be contacted by Finance to remind them to process the outstanding transactions and ascertain if there are any valid reasons for the delay in processing.
 - **30 days** - the recipient and Head of School/Directorate will be contacted by Finance to ascertain why transactions have not been processed. Finance will request Head of School/Directorate support in resolving the matter.
 - **45 days** – unless exceptional circumstances are identified, the matter will be referred to Human Resources for further investigation and may lead to disciplinary action.
 - **60 days** – the individual will be advised that the outstanding advance will be **deducted from their salary**. A minimum of two weeks notice will be provided to the member of staff of the deduction.

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