PART 5 ACCOUNTABLE ADVANCE FOR TRAVEL EXPENSES

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5.1 Definition

An accountable advance arises when money is paid to an individual or organisation, prior to an expense being incurred, to cover the anticipated expense. Accountable advances fall into permanent or temporary categories. An example of a permanent accountable advance is a petty cash advance (refer Petty Cash Procedure). Temporary accountable advances include advances for university business expenses.

5.2 Procedures

Set out below are detailed procedures for the operation of Accountable Advances for Travel Expenses.

5.2.1 An Accountable Advance for Travel Expenses will only be provided where undue hardship will be imposed if it is not provided. Details of the reasons for the advance are to be completed on the application form.

5.2.2 To apply for an accountable advance, an Accountable Advance Application for Travel Expenses form must be completed providing full details of the expenditure including approximate dates of when expenditure will be incurred. The form must be signed by the applicant and authorised by an appropriate financial delegate and forwarded to Accounts Receivable in Financial Services at least 7 days before the funds are required.

5.2.3 On receipt of the Accountable Advance Application for Travel Expenses form, Accounts Receivable will enter the amount of the advance into the Business Travel Register. A debtor will be raised in the name of the person requesting the advance. The Accountable Advance Application will be forwarded to Accounts Payable and a cheque will be drawn in the name of the person requesting the accountable advance. Finance will not normally pay an advance more than 7 days prior to the departure date.

5.2.4 It is the responsibility of the person receiving the accountable advance to ensure the safe custody of the funds advanced to them and any related documentation.

5.2.5 An Accountable Advance for Travel Expenses will be provided only when authority is given for it to be recovered from the recipient's pay when the travel allowance is paid or the fourth pay after the completion of the travel, whichever is the earlier.

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UNIVERSITY OF SOUTHERN QUEENSLAND

ACCOUNTABLE ADVANCE APPLICATION FOR TRAVEL EXPENSES

APPLICANT'S NAME_______________________________________ **STAFF ID** ________________

I need an accountable advance for these reasons *(the only ground for an advance is genuine undue hardship).*

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I shall depart on ___/___/19___ at ___ : ___AM/PM and return on ___/___/19___ at ___ : ___AM/PM. I attach a copy of the approval for this travel.

For the reasons stated above I request an accountable advance of $_______ : _____ | *768007605* |

(NOTE: The amount of the advance requested must not exceed 90% of the amount that you expect to be payable to you when you return.)

Paragraph E7.4.16 of the Human Resources Policy Manual sets out the conditions under which the University will make an Accountable Advance to an employee in connection with travel. These conditions include:

(a) The employee will suffer financial hardship if the University does not pay an advance.
(b) The employee applies for the advance by submitting an application that Finance receives not later than 7 days prior to the date the employee requires the advance. Finance will not normally pay an advance more than 7 days prior to the above departure date.
(c) The employee authorises the University to deduct an amount equal to the advance from the employee's pay in which it pays travel allowances due for the travel or in the fourth pay after the above return date, whichever is earlier.

By making this application, I acknowledge the above conditions and I authorise the University to deduct, in accordance with (c) above, the amount it advances to me from a pay or pays due to me.

________________________ ___/___/19___
Applicant's Signature **Date**

I certify that the claimant has satisfied me that genuine undue hardship will result without this advance and I authorise payment of the above amount to the claimant.

________________________ ___/___/19___
Financial Delegate **Date**