

Beginning January 4, 2011, the procedure to secure travel and research cash advances will change. The paper Request for Petty Cash Advance form will no longer serve as the authorization document for the advance. Instead, a new request form, along with an Internal Billing e-doc, will make up the advance request.

Please note that the process for [Travel Authorizations](#) is unchanged.

Procedure

- The advance recipient prepares a Cash Advance Form (CAF) detailing the amount and purpose of the advance.
- A department e-doc initiator (the advance recipient, the account Fiscal Officer (FO), etc.) will complete an Internal Billing (IB) e-doc to charge the \$15 advance fee expense to a department account string (object code 6489) and credit revenue to account number XT0GGJ€, object code 4050.
- In the 'Description' field of the IB, the initiator is required to enter "Advance-LastName".
- In the 'Explanation' field of the IB, the initiator is to include a brief reason for the advance request.
- The initiator is required to attach the completed CAF to the IB.
- The IB will automatically route for approval to the FO on the account charged (except if the FO is also the initiator). The FO's approval of the IB approves both: 1) the \$15 advance fee; and 2) the cash advance amount noted on the CAF.
- The FO will note the unique Document Number ("Doc Nbr") of the IB (financial system generated) and inform the advance recipient of the number and that the IB has been approved.
- Once the advance recipient has noted that the IB has been fully approved by the FO, the recipient may proceed to Accounting for the advance (with IB Doc Nbr noted).
- Accounting will access the IB (via the Doc Nbr), verify the attached CAF and that the proper account is being credited for the fee. If the IB does not have the proper approvals, the advance will not be issued and the IB may be disapproved.
- If everything is in order, the IB is approved by Accounting, and an advance note is issued to the advance recipient.
- The advance recipient will then process the advance note through the Cashiers Office, 110 Administration Building.