



## Employee (Non-Payroll) Advances

POLICY No.:

Responsible Executive:

Responsible Office:

Effective:

Revised:

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### PURPOSE

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The purpose of this policy is to establish guidelines for advances that may be obtained for business-related expenses

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### SCOPE

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This policy affects all departments of the University.

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### DEFINITIONS

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*Advance* is considered to be the providing of University funds to an employee prior to the occurrence of travel or the purchase of a business-related item.

For purposes of this policy, *travel* is considered to be any trip for University business purposes requiring reimbursement for business related expenses.

For purposes of this policy, *un-reconciled amount* refers to the amount of a previously issued advance for which sufficient receipts or other supporting documents have not been submitted to accounts payable.

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### POLICY & PROCESS

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## ADVANCES – GENERAL INFORMATION

The minimum for an advance request from accounts payable is \$200. Travel and non-travel advances between \$50 and \$199 must be obtained via Petty Cash Advance from the Bursar's Office. Advances under \$50 are not available; eligible expenses will be paid for on a reimbursement basis by the University.

## TRAVEL ADVANCES FROM ACCOUNTS PAYABLE

Faculty and staff members traveling on University business may obtain an advance in the amount of estimated travel expenses if they meet the conditions described below. This advance is a university service to employees to cover out-of-pocket travel expenses that are allowable business expenses. It is not provided for expenses that can be paid using a University PCARD.

### Who may Receive Travel Advances from Accounts Payable

1. Faculty and staff members who are supervising student groups traveling on University-sponsored activities.

2. Faculty and staff members traveling to a foreign country. Mexico and Canada are considered foreign travel.
3. Faculty and staff members who are on domestic travel extending at least seven consecutive days. Hawaii and Alaska are considered domestic travel.
4. Admissions Office staff whose primary job responsibility is off-campus student recruiting.

Other situations are considered exceptions and will be paid for eligible travel expenses on a reimbursement basis, unless prior approval is obtained from the Vice President of Finance and General Counsel.

Advances will not be allowed for grant-funded expenses without pre-approval from the Office of Sponsored Programs.

### **Requesting an Advance/Approval of Advance**

An advance request must be submitted to the Finance Office (Accounts Payable Department) a minimum of 10 days before the advance is needed. Requests must be submitted on an Employee Advance Request/Release form, and signed by the budget manager or next higher level. No employee may approve their own travel advance.

### **Form of the Travel Advance**

The advance will be issued in the form of direct deposit if the employee is enrolled; otherwise as a check to the individual.

### **Non-Employees**

Students, guests, non-salaried appointees, members of boards and committees, interviewees, or others do NOT normally receive advances even though all or some of their travel expenses may be reimbursed. Exceptions may be approved by the University Vice President for Finance and General Counsel in instances where the best interests of the university are clearly served by issuing the advance.

### **Reconciliation Requirement for Travel Advances**

Upon returning from the trip, the employee must complete an "Employee Travel Reimbursement Request and Travel Advance Reconciliation" Form and return to Accounts Payable with receipts and/or unused funds (cash or check made payable to Wilkes University). In the event the employee's eligible travel expenses exceed the amount advanced, a check will be issued to the employee for the difference.

In the event that the above paperwork is not returned to the Finance Office within 30 days of the trip and/or an insufficient amount is returned, the Payroll department will deduct the un-reconciled amount from the employee's salary. Such deductions will occur on a semi-monthly or bi-weekly basis and will be equal to the lesser of 5% of gross semi-monthly or bi-weekly salary base pay or the unpaid balance. Deductions will commence as soon as administratively possible and will continue until the unpaid balance is satisfied. If any amount still owed is not satisfied at the time of termination of employment, this amount will be deducted from the employee's final paycheck, or if needed second to last paycheck, or both.

## **NON-TRAVEL ADVANCES FROM ACCOUNTS PAYABLE**

A non-travel advance is a check that is issued to a university employee for expenses unrelated to business travel that will be incurred due to University business. The funds are advanced under limited circumstances so

that the employee will not have to use personal funds. In most cases, expenses incurred for university business should be paid through the normal purchasing process or via PCARD. However, a non-travel advance may be granted in limited situations whereby the vendor requires an advance payment and either 1) the expense is not eligible to be paid on a PCARD or 2) the vendor does not accept credit cards. A non-travel advance may also be granted for the purpose of obtaining a change fund for a university fundraiser. Change Fund refers to a separate amount of money used solely to provide for the exchange of larger denominations into smaller denominations. The amount of the fund, in its entirety, must be returned to the Bursar's Office the next business day following the event.

### **Requesting an Advance/Approval of Advance**

An advance request must be submitted to the Finance Office (Accounts Payable Department) a minimum of 10 days before the advance is needed. Requests must be submitted on an Employee Advance Request/Release form, and signed by the budget manager or next higher level. No employee may approve their own advance.

### **Form of the Non-Travel Advance**

The advance will be issued in the form of direct deposit if the employee is enrolled; otherwise as a check to the individual.

### **Reconciliation Requirement for Non-Travel Advances**

Within 30 days of the date of the advance, receipts and cash or check made payable to Wilkes University must be turned in to the Finance Office (Accounts Payable).

In the event that proper receipts and/or unused funds are not returned to the Finance Office within 30 days, the Payroll department will deduct the un-reconciled amount from the employee's salary. Such deductions will occur on a semi-monthly or bi-weekly basis and will be equal to the lesser of 5% of gross semi-monthly or bi-weekly salary base pay or the unpaid balance. Deductions will commence as soon as administratively possible and will continue until the unpaid balance is satisfied. If any amount still owed is not satisfied at the time of termination of employment, this amount will be deducted from the employee's final paycheck, or if needed second to last paycheck, or both.

## **PETTY CASH ADVANCES (FROM BURSAR'S OFFICE)**

Faculty and Staff members may request a cash advance in an amount between \$50 and \$199 for travel (tolls, meals, tips, etc.) or other expenses. In most cases, expenses incurred for university business should be paid through the normal purchasing process or via PCARD. However, a petty cash advance may be granted in limited situations whereby the vendor requires an advance payment and either 1) the expense is not eligible to be paid on a PCARD or 2) the vendor does not accept credit cards. A non-travel advance may also be granted for the purpose of obtaining a change fund for a university fundraiser. Advances \$200 or greater must be issued by Accounts Payable via check. Advances under \$50 are not available; eligible expenses will be paid for on a reimbursement basis by the university.

Five days' notice must be given for petty cash advance requests by emailing the Bursar's Office ([anne.kotarski@wilkes.edu](mailto:anne.kotarski@wilkes.edu) with a subject line of: Petty Cash Advance Request). Requests submitted with less than five days' notice are subject to availability of funds and may be denied.

Receipts and/or cash totaling the amount of the advance must be returned to the Bursar's office within 30 days of the cash advance date. In the event that proper receipts and/or unused funds are not returned to the Bursar's Office within 30 days, the Payroll department will deduct the un-reconciled amount from the employee's salary. Such deductions will occur on a semi-monthly or bi-weekly basis and will be equal to the lesser of 5% of gross semi-monthly or bi-weekly salary base pay or the unpaid balance. Deductions will commence as soon as administratively possible and will continue until the unpaid balance is satisfied. If any amount still owed is not satisfied at the time of termination of employment, this amount will be deducted from the employee's final paycheck, or if needed second to last paycheck, or both.

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#### **EXCEPTIONS**

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None

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#### **FORMS**

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*Employee Travel Reimbursement Request and Travel Advance Reconciliation; Employee Advance Request/Release Form; Bursar Petty Cash Advance Release Form*

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#### **RESPONSIBILITY**

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*The Finance Office is responsible for the establishment and oversight of this policy.*

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#### **RESOURCES**

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