2017 UIC Procurement Symposium

Requesting and Closing an Advance
Workshop Presenters

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  University Payables

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  University Payables
Please …

- Turn off cell phones.
- Avoid side conversations.
- Ask questions at any time!
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.
Workshop Objectives

- Determine when an advance is appropriate
- Identify the information and documentation required for opening and closing advances
What is an Advance?

- A cash advance is an authorized payment of money (via check or direct deposit) by the University to an individual in support of anticipated travel or program expenses for University business.
Custodian Responsibilities

- Issued only to employees
- The payee/advance custodian is personally responsible for the safe keeping and repayment of the advance.
- Lost or stolen advances cannot be replaced using any type of University funds.
- Advances must be closed promptly upon completion of the travel or program
What Are My Options?

- Travel Advance
- Program Advance
- One travel and one program advance
Travel Advances

- Used to cover travel-related expenses that cannot be charged to a T-card
  - Domestic travel must be 7 or more days
  - International travel
  - Group Travel
Open a Travel Advance

- Estimate how much money will be needed for travel
- Provide a breakdown of expenses as backup for your expense report
  - Do not use miscellaneous expenses or contingency to account of additional funds
Program Advances

- Used to cover a one-time event or program activity when it is not practical to use another payment method
- Used to purchased gift cards or cover cash payment to human subjects
Open a Program Advance

- Estimate how much money will be needed to cover all non travel-related expenses
- Create an expense report, providing a breakdown of expected expenses
Program Advance – Human Subjects

- Cash or Gift card payment to human subjects may not exceed in a calendar year:
  - Non-confidential Study $100
  - Confidential Study $600
Opening Procedures

- ADV in ER title
- Open with advance C-Foap
  - 1-200450-107000-107001
  - 2-200450-107000-107001
  - 4-200450-107000-107001
Replenish a Program Advance

- No need to request the full amount of funding for the program upfront
- Estimate 6 months of expenses
- Every 30 days the advance should be replenished for a lengthy program
- Monies will be replenished for the amount of current expenditures
Documents Needed to Close an Advance

Travel Advance

- All receipts for items secured with advance funding
- If excess cash is returned to the University, a copy of the deposit receipt
Documents Needed to Close an Advance

Program Advance

- All receipts for items secured with advance funding
- Signed receipts for human subjects paid under $100
- Crosswalk of unique identifiers and amounts paid for confidential studies
Closing Procedures

- Attach advance line item
  - Advance C-Foap
- Enter expense line items
  - Department C-Foap
- If unused funds were returned
  - Enter Unused Advance line item
  - Advance C-Foap
Common Rejects

- Not using appropriate C-Foap
- Request for items that could be paid via P-Card or T-Card
- Incorrect/Incomplete backup documents
- Requesting advance after program or travel has been completed
- Multiple advance requests
Workshop Summary

- Determine when an advance is appropriate
- Identify the information and documentation required for opening and closing advances
Resources and Contacts

- TEM Resource Page
  - https://www.obfs.uillinois.edu/tem-resources/
- TEM Help
  - TEMhelp@uillinois.edu
- University Payables Customer Service
  - 888-872-9953
  - Service Desk Request Form
Questions / Concerns?