

# 2017 UIC Procurement Symposium

## Requesting and Closing an Advance

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# Workshop Presenters

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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](mailto:TEMhelp@uillinois.edu)
- University Payables Customer Service
  - 888-872-9953
  - [Service Desk Request Form](#)

# Questions / Concerns?