



Northwest Missouri State University

Policy and Procedures Manual

Chapter Bursar

Section Cash Advance - Travel

I. Policy

An advance will be made to a full-time regular University employee who has reimbursable travel expenses of \$50 or more. Note: Airline tickets, advance registrations, etc., should be paid by direct expense voucher to vendor.

II. Procedures

1. Approval.

- a. Travel Advance Form is prepared and signed by the supervisor of the individual who will be traveling. (Bursar's Office will enter account code since advances are not paid out of departmental budgets.) Revolving advances may be requested for individuals who travel on a regular basis.
- b. Payroll Advance Form is prepared by the Payroll Office and is signed by the Controller.

2. Processing

Form is presented to Cashiering Office. Payroll advances and travel advances under \$1,000 are issued in cash. Travel advances over \$1,000 are issued as checks and require 3-day advance notice. Travel advances should not be received more than two days prior to departure.

3. Repayment.

- a. Any cash left over from a travel advance should be returned to the Cashiering Office immediately after travel is completed.
- b. A travel advance is due one month from date received unless it is designated as a revolving advance. In this case, another appropriate due date is established.
- c. Repayment of a travel advance may be made by submitting a properly completed "monthly expense account" form (MEA) to the Accounting Office. The MEA will be credited to any outstanding advance (except revolving advances which have not come due) and any past-due charges. Failure to submit MEA does not relieve employee of the obligation to make payment by the due date.
- d. A payroll advance must be repaid upon issuance of the payroll check.

Please note that receipts should be maintained and attached to the Monthly Expense Report after the trip is completed.



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To simplify certain monetary and paperwork processes, the Controller, Bursar, and Purchasing offices developed a Multi-Purpose Document. This document may be used as a cash advance voucher. This multi-purpose form has six functions. They include use as an A) Petty Cash Voucher, B) **Cash Advance Form**, C) Revolving Cash Advance, D) Direct Expense Voucher, E) Purchase Requisition, and F) Interdepartmental Voucher. Each use for the form has a different policy number within this section with the exception of the purchase requisition, which is listed in the Purchasing section of this manual.

Instructions: Each number listed refers to the circled number on the reduced size sample form that follows these instructions.

1. Cash Advance – check box
2. Account Number and Object Code – account number for a cash advance is 101761-3717.
3. Account Title – “Cash Advance” is the name of the account.
4. Date required – date cash is needed
5. Vendor/Individual Name – name and permanent address of the person receiving the cash
6. Social Security Number – number of the person that will be receiving the cash
7. Initiated by – name of the person completing the form
8. Approval - signature of supervisor is required
9. Approval – signature of the Northwest Bursar or Associate Bursar is required on all cash advance forms over \$1000.
10. Destination – city and state
11. Departure Date – month, date, and year of departure
12. Return Date – month, date and year of return
13. Repayment Date – date to turn in MEA. NOTE: Unused cash should be returned immediately



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14. Description - description of how funds will be used and total amount

NORTHWEST MISSOURI STATE UNIVERSITY		Maryville, Missouri 64468-6001 Accounting Office 660-562-1107		PURCHASING OFFICE USE ONLY	
University Vendor No. <input type="checkbox"/> PETTY CASH \$ (Sales Tax Not Reimbursed)		<input type="checkbox"/> DIRECT EXPENSE VOUCHER <input type="checkbox"/> PURCHASE REQUISITION <input type="checkbox"/> INTERDEPARTMENTAL VOUCHER		BATCH # _____ POSTING DATE _____ INITIALS _____ PO TYPE _____ BUYER _____ PO PRINT (Y/N) _____	
<input checked="" type="checkbox"/> CASH ADVANCE <input type="checkbox"/> REVOLVING CASH ADVANCE (From _____ to _____)		31530			
ACCOUNT NUMBER AND OBJECT CODE		ACCOUNT TITLE			
DELIVER TO (PERSON / BUILDING / ROOM)		INITIATED BY		SHIP TO	
DATE REQUIRED		DATE		NORTHWEST MISSOURI STATE UNIVERSITY CENTRAL RECEIVING WEST 7TH STREET MARYVILLE, MISSOURI 64468	
CASHIER ID		APPROVAL - DEPT HEAD		BILL:	
VENDOR / INDIVIDUAL NAME / IDV INCOME ACCOUNT NUMBER		DATE		NORTHWEST MISSOURI STATE UNIVERSITY ACCOUNTING DEPARTMENT ADMINISTRATION BUILDING MARYVILLE, MISSOURI 64468	
ADDRESS		APPROVAL - DEAN OR ADM HEAD			
SOCIAL SECURITY NUMBER		DATE			
CONTRACT NUMBER / BUYER / PHONE		SIGNATURE - CASH RECEIVED			
		DESTINATION	DEPARTURE DATE	RETURNS DATE	REPAYMENT DATE
ITEM NO.	DESCRIPTION / CATALOG NO. / SIZE / COLOR / STOCK NO.	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
TOTAL					
DO NOT WRITE OR TYPE BELOW THIS LINE					
STATE ACCT CODE:		DISPOSITION:		ENCUMBRANCE INFORMATION	
STATE VENDOR NO:		___ LOCAL P.O.		DATE	
LOCAL BID		___ ENCUMBRANCE REQUEST		INITIALS	
OPENING DATE		___ STATE REG		AMOUNT	
DELIVERY DATE		___ STATE P.O.		CHANGES	
		___ CONTRACT RELEASE			
		___ LFO			

PURCHASING / ACCOUNTING / CASHIER