The purpose of this procedure is to outline the process for receiving and accounting for advances in line with the Advances Policy (to be developed).

This applies to all staff, and students who will, for example, require cash for field trips or to cover expenditure incurred while on placements.

<table>
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<tr>
<th>Contact Officer</th>
<th>Name</th>
<th>Role</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesley Forrest</td>
<td>Senior Administrative Assistant</td>
<td><a href="mailto:finance.helpline@ed.ac.uk">finance.helpline@ed.ac.uk</a></td>
<td></td>
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Advances Procedure

Advances are given for significant expenditure not covered by normal credit arrangements where it is known a member of staff will have to personally incur expenditure in the course of duty. They should be avoided where possible by booking travel, accommodation etc in advance for direct billing and payment by the University. Advances will be paid by direct transfer to the employee's bank account via BACS or where necessary in cash.

Contact us for further information on advances

- For **advances of expenses for research grants** please contact your individual Research Grant Administrator for your school
- For **other advances** please contact finance.helpline@ed.ac.uk or 651 5151 option 1

**Amount of Advances Allowed**

Advances will be given based on an agreed estimate of the likely costs to be incurred by the member of staff. Staff should not expect advances to be made by the University for items charged to their own personal credit cards.

**Advances Forms**

It is essential that the correct form is used in applying for a cash advance. For an ordinary cash advance relating to University funded travel, form AP003 has to be completed, authorised and sent to Financial Accounting section of Finance Department. If the advance relates to research grant related travel, then the grey form AP003a must be used in similar fashion and forwarded to Research Grants section of Finance Department for processing. Forms can be obtained at the following link

[https://www.ed.ac.uk/finance/for-staff/forms](https://www.ed.ac.uk/finance/for-staff/forms)

**Authorisation**

Authorisation for the advance must be given on the form by the claimant's budget holder or 'authorised manager'.

**Advance Booking and Direct Payment by the University**

Where possible the amount of any advance should be limited by booking all accommodation and travel in advance and arranging billing direct to the University or alternatively by use of personal credit cards.

**Advances Outstanding**

A member of staff may have only one advance outstanding at any one time. An existing advance must be accounted for before a new advance is allowed. Nor will any claims for expenses be met if there is an outstanding advance unaccounted for.
Advances Procedure

Timing of Advances

Applications for advances must reach Finance Department not more than four weeks and not less than two weeks before the date of travel. Please make sure the date by which the advance must be received by the applicant is clearly marked on the form. We will provide an advance in less than these timescales in emergency cases. Please note that this emergency cover is not to be abused.

Date of Journey

The dates of travel should be clearly shown on the 'Request for Advance Form'. Both the date of departure and the date of return should be indicated.

Time Limits for Accounting

Advances must be accounted for within one month of the date of returning to the University. The Finance Department will issue a reminder after that date. If the advance has not been accounted for, either by deduction from an expense claim or reimbursement by the employee, within one month of the first reminder then a second reminder will be sent. The recipient then has five days to account for the advance or arrangements before the department is charged and further action is instigated, involving departmental management.

Accounting for Advance: Expense Claim Form

The normal rules for expense claims apply. An advance is accounted for using the standard University expense claim form AP004. Expenses are recorded in the usual manner on the form and the cash advance is then deducted from the total expenditure being reported, to leave the net amount payable to the employee. If the expenses reported are less than the cash advance, then the employee is required to pay the surplus into the University bank account. In either situation the form requires to be authorised as normal by the budget holder or his authorised signatory.

https://www.ed.ac.uk/finance/for-staff/forms

Advances for Overseas Travel and Subsistence

Cash advances for overseas travel and subsistence are paid in sterling and accounted for in sterling on the expense claim form in the usual manner. Expenditure in foreign currencies should be converted to sterling at the rate applying at the time.

11 January 2019
Advances Procedure

Document control

<table>
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<tr>
<th>Author</th>
<th>Lynne Ramsay</th>
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<td>Lorna Mcloughlin</td>
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<td>Date approved</td>
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<tr>
<td>Section responsible for procedure maintenance &amp; review</td>
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Change Control record

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