

Reason Code H: Cash Advance, Petty Cash

H Payment Code Auditing Cash Advance

Travel Advance:

First open the DV requesting the advance and review the webform attached that provides the breakdown of expenses the advance is being requested for. The traveler should not be claiming an advance to cover expenses that can be direct billed, such as airfare, lodging, car rental, train etc. If for some reason the traveler is claiming an expense that can be direct billed they need to provide an explanation.

The webform will calculate the total allowed advance amount at 75% of the listed expenses.

If the traveler has a prepaid card issued by the Bursar's office it is important to note that the payment method selected is prepaid, that special handling is checked off and ensure that Dan or Kimberly is aware because they need to ad-hoc the doc to the Bursar's office to load the card.

Below is the information that needs to be reviewed on the DV.

Invoice #: This should be the advance ID # located on the Travel Webform

Check Amount: This should be the amount calculated on the webform. Travel advances can't not be approved under \$300 without an explanation

Payment Method:

- P – Check/ACH: Direct Deposit for Employees & paper check for non-employees.
- D – Prepaid: For employees that have UConn's Prepaid Debit card requested through [Bursar's Office](#). ***Note: Special Handling must also be checked for Prepaid Card load.***

Due Date: The due date is the date that the funds will be disbursed. This will be no longer than 10 days before the start date of the trip, program, and/or date the funds will be used.

Special Handling: This is only used for Prepaid card processing. Additional information must be entered in the Special Handling tab when this option is checked.

Invoice Date: Use the current day's date.

On the accounting line:

Account #: 9044680

Sub-Account: Use the sub-account assigned to the payee. If there is no sub-account, than it needs to be created.

Object Code: 1170

Org Ref Id: Use the Travel Advance ID

Amount: should match the check amount

Line Description: end date of trip in format MM/DD/YY.

Attachments: Pre-trip travel webform with the promissory note signed. If a webform has not been completed or the promissory note is not signed we cannot approve the advance.

Research:

Invoice #:

- Grant Sponsored Acct.-Acct. # designated by Sponsored Program Services – (beginning from 1)
- Non-Sponsored Acct.-IRB approval Number – (beginning from 1)

Payment Method:

- P – Check/ACH: Direct Deposit for Employees & paper check for non-employees.
- D – Prepaid: For employees that have UConn’s Prepaid Debit card requested through [Bursar’s Office](#). **Note: Special Handling must also be checked for Prepaid Card load.**

Due Date: The due date is the date that the funds will be disbursed. This will be no longer than 10 days before the start date of the trip, program, and/or date the funds will be used.

Special Handling: This is only used for Prepaid card processing. Additional information must be entered in the Special Handling tab when this option is checked.

Invoice Date: Use the current day’s date

On the accounting line:

Account #:

- Grant Sponsored Acct. The account used for the advance should be a designated 4 Ledger Subject Incentive Account. If a designated 4 Ledger account has not been established for the subject incentive activity, the requestor should contact the Sponsored Program Services Post-Award team to setup the account.
- Non-Sponsored Acct. Account should correspond to study

Sub-account: Correspond with study

Object code: 1175

Amount: This amount should match the check amount

Line Description: Enter the date when funds are expected to be fully disbursed

Attachments: Signed promissory note, IRB approval letter, and budget for study.

Research-Replenishment:

If an employee receives an advance for research and needs additional funds a replenishment can be completed. This will be a DV submitted under H and consist of 3 accounting lines.

Invoice #:

- Grant Sponsored Acct.-Acct. # designated by Sponsored Program Services – (beginning from 1)
- Non-Sponsored Acct.-IRB approval Number – (beginning from 1)

Payment Method:

- P – Check/ACH: Direct Deposit for Employees & paper check for non-employees.
- D – Prepaid: For employees that have UConn’s Prepaid Debit card requested through [Bursar’s Office](#). **Note: Special Handling must also be checked for Prepaid Card load.**

Due Date: The due date is the date that the funds will be disbursed.

Special Handling: This is only used for Prepaid card processing. Additional information must be entered in the Special Handling tab when this option is checked.

Invoice Date: Use the current day's date

On the accounting line there will be 3 lines:

Line 1:

Account #:

- Grant Sponsored Acct. The account used for the advance should be a designated 4 Ledger Subject Incentive Account. If a designated 4 Ledger account has not been established for the subject incentive activity, the requestor should contact the Sponsored Program Services Post-Award team to setup the account.
- Non-Sponsored Acct. Account should correspond to study

Sub-account: Correspond with study

Object code: 1175

Amount: This amount should match the check amount

Line Description: Enter the date when funds are expected to be fully disbursed

Line 2:

This line should match line 1, however the amount will be negative and should match the receipts/supporting documents that are attached.

Line 3:

Account #: the account that is funding the expense

Object code: 7045 (subject incentives)

Amount: This amount should match line 2 but is positive

The total of the three lines should match the check amount.

Attachments: A receipt log of the date, amount received and signature or initials acknowledging receipt of the payment. For confidential IRB approved subject incentive payments no personal identifying information should be included in the attachment. It is up to the department and Principal Investigator to keep personal identifying information connecting the receipt log submitted in KFS with the individual receiving the payment.

Education Abroad:

Invoice #: This should be the advance ID # located on the Travel Webform

Payment Method:

- P – Check/ACH: Direct Deposit for Employees & paper check for non-employees.
- D – Prepaid: For employees that have UConn's Prepaid Debit card requested through [Bursar's Office](#). **Note: Special Handling must also be checked for Prepaid Card load.**

Due Date: The due date is the date that the funds will be disbursed. This will be no longer than 10 days before the start date of the trip, program, and/or date the funds will be used.

Special Handling: This is only used for Prepaid card processing. Additional information must be entered in the Special Handling tab when this option is checked.

Invoice Date: Use the current day's date.

On the accounting line:

Account #: Should correspond to the program/location

Sub-Account: Time period travel is occurring (Fall, Spring, Summer, Winter)

Object Code: 1185

Amount: should match the check amount

Line Description: end date of trip in format MM/DD/YY.

Attachments: Itemized budget, signed Promissory Note, student roster, and a Travel Webform if advance is just for employee travel expenses

Petty Cash:

Accounts Payable will not replenish any ineligible purchases or misused funds. Unauthorized uses of petty cash funds include individual purchases exceeding fifty dollars, payments for personal services, wages and salary or wage equivalent, travel advances, rentals, catering, meals, flowers, letterhead, business cards, or other items not normally paid by Accounts Payable.

Petty Cash should never be used as a method for reimbursement. Instead, the receipt for out of pocket expenses should be submitted through Kualu. Any expenses showing debit or credit card use will not be replenished.

When reviewing the DV please ensure that the receipts attached match the check amount.