

## Cash Receipt/Advance Deposit (CR/AD)

All advances are to be repaid or have valid receipts submitted to a KFS account within the following timeframes:

- Travel Advance: 15 days after the return date of the trip
- Education Abroad: Every 30 days from the start of the session and a final close out within 30 days of the end of the session.
- Research (Grant and Non-Grant Funded): Every 30 days from the start of the study and a final close out within 30 days of the end of the study. When an advance has not been replenished or used for research for 30 days the funds may be required to be repaid to the University. For confidential IRB approved subject incentive payments the department and responsible Principal Investigator are required to keep personal identifying information connecting the receipt log submitted in KFS with the individual receiving the payment. Including name, date, amount received, and signature or initials acknowledging receipt of the payment.

### **Depositing Excess/Unused Funds**

Please follow the [instructions](#) found on the Bursar's Office website when depositing excess/unused funds.

Repayment of unused funds may also be returned by mailing a check to Travel Services with the DV number of the original advance and the Travel WebForm ID (travel advances only).