

# **Cash Advance Procedure**

## (Official College Business)

#### **Purpose**

The purpose of this procedure is to provide accurate controls of cash advances. This process will ensure the accuracy of expenses reported on financial statements. A travel advance is money paid to an employee in advance of a College business trip that will be applied toward actual travel expenses.

Centenary College of Louisiana is committed to establishing and maintaining an environment that embraces the highest standards of ethical conduct and behavior. As stewards of its resources and reputation, faculty and staff share an important responsibility for upholding the standards of excellence that define the College and strengthen the community's trust and confidence in its integrity. As such, in all cases and situations, reasonableness and sound business judgment is required and expected, as well as proper approvals and auditable documentation.

## **Obtaining and Advance**

Cash Advances can be obtained by completing a Cash Advance Request. The form must be signed by the requesting individual and a second signature as follows:

#### Up to \$3,000.00

Faculty:	Budget Manger or Provost
Staff:	Budget Manager or Department Supervisor
Students:	Faculty/Staff Organization Advisor and Dean of Student Development

#### Over \$3,000.00 but less than \$5,000.00

Faculty:	Budget Manger and Provost
Staff:	Budget Manager or Department Supervisor and Division Vice President
Students:	Faculty/Staff Organization Advisor and Dean of Student Development

#### Over \$5,000.00

Faculty:	Budget Manger, Provost, and VPFA
Staff:	Budget Manager, Department Supervisor, Division Vice President, and VPFA
Students:	Faculty/Staff Organization Advisor, Dean of Student Development, and VPFA

- The approving party responsible for the budget to be charged should approve travel and business expenditures.
- If the employee incurring the expense is the budget-responsible party, then the person to whom the employee reports should be the approver.
- An approving party may delegate temporary authority to review and approve expenditures under his or her area of responsibility (for example, vacations or sick leave) to another appropriate approving party. The temporary party should be competent in matters of operation and budget. It is the approving official's responsibility to notify the Business Office by email or other documented communication of this reassignment.
- Employees may not approve their own expenditures, nor may they approve expenditures for their supervisor or otherwise normal approving party. Every advance request must include the second signature of the approving party.
- The approving party should understand the business purpose for the travel or entertainment, and be satisfied that the expense has been incurred and reported in a

manner consistent with this policy.

• Vice Presidents advance requests are to be approved by the President; and the President's advance reports are to be approved by the Chair of the Board of Trustees or Chair of the Audit Committee.

## **Returning Receipts**

Cash Advance Reconciliation form must be submitted to the Accounting Department no later than 30 days after the completion of the activity (e.g., trip) in order to clear advances. Only in extenuating circumstances will receipts be accepted more than 60 days after the date of completion. Itemized receipts showing proof of purchase/payment and supporting documentation are required to support the amount of the cash advance used. Receipts must be legible and readable. Required supporting documentation and allowable expenses should be in accordance with the College's Credit Card policy (domestic or international, as applicable). Receipts and supporting documentation should be noted in English and converted to US currency using the date of purchase, if applicable. Approved Lost Receipt Affidavit forms are required for missing receipts. If receipts are not submitted by 60 days after the completion of the activity, cash advances will be deducted from an employee's next paycheck and the advance recipient will not be eligible to receive any future advances.

## **Returning Unused**

Unused funds and funds that are no longer needed for the purpose of an advance, must be returned to the College. Any current or former employee or student in possession of unused funds remains liable for the funds until returned in full to the College. Any employee who fails to return unused funds to the College will be subject to disciplinary actions and payroll deduction. If an advance is outstanding more than 60 days past the expected clearing date, cash advances will be deducted from an employee's next paycheck and the advance recipient will not be eligible to receive any future advances. Students with outstanding cash advances will be charged to their student account.

## **Penalties**

- 1<sup>st</sup> Violation: A written warning will be issued to the requestor.
- 2<sup>nd</sup> Violation: A written warning will be issued to the requestor, supervisor/budget manager, and cabinet member.
- 3<sup>rd</sup>: Violation: Advance violating charges will be deducted from the requestor's next paycheck.

## **Disallowable Expenses**

Disallowed College Purchases: The following list of disallowed charges is not comprehensive but should provide the user with guidance on the appropriateness of charges. Request for exceptions must be approved, in writing, by the Vice President for Finance and Administration prior to purchase.

- Personal Entertainment (movies, books, magazines, etc.)
- Airline Clubs
- Childcare Expenses and Pet Boarding
- Conference Tours
- Fees involved by extending the trip for personal vacation
- Lost or Stolen Property
- Contractual Services
- Tobacco Products
- Fines
- Costs incurred by unreasonable failure to cancel transportation or hotel reservations;
- Fines;
- Accident insurance premiums;
- Membership in AAA or airline clubs (exception may be made upon department approval for those who do substantial travel on College business);
- Other personal expenses such as "pay per view" movies, health and grooming services or supplies; hotel mini-bars;
- The portion of rental car, hotel or other travel expense unrelated to College business;
- Excessive tips; (Excess of 20%)
- Excessive alcoholic beverage purchases. The general rule of thumb is the College will reimburse one drink per meal, per person. Alcoholic beverages should be submitted on a separate receipt.
- Personal Subscription Services (for example: magazine or publication subscriptions and subscription services to organizations such as LinkedIn are not allowable.)
- Parking or Traffic Violations
- Electronics (computers, laptops, iPads, tablets, printers, fax machines, copy machines, etc.) not authorized by IT Department. Employees are required to contact the IT department for approval before ordering directly. An approval from the IT Department must accompany receipt(s)

## Allowable Expenses

- Airfare/Rail
- One alcoholic drink per meal, or one bottle for three or more attendees
- Business Meals with External Business Community Members. (This will include local business meals.)
- Car Rental
- Car Service
- Checked Baggage Fees
- Conference Registration
- Flight Insurance (With Cabinet level approval)
- Gasoline or Mileage
- Gift Card (Considered Taxable Income for Recipient. Will be reported on 1099 or W-2)
- Hotel Reservation
- Membership Dues to Professional Organizations (Must be related to job duties)

- On or Off-Campus Lunches/Entertainment up to \$500 with only faculty, staff, and/or students present will be allowed. (Each divisional Vice President will have the authority to approve parties within the division, which contribute to the mission of the unit. This approval would allow for the purchase of small refreshments.)
- On-line Job Advertisements (Please contact Human Resources Department to place job advertisements with vendors.
- Operational/Instructional Supplies and Equipment
- Parking
- Professional Subscription Services
- Restaurants and Food Marts (conducting business for Centenary College)
- Shuttles
- Taxi Cabs
- Tolls
- Webinars

The following outline is intended to provide general guidance for receipts submitted for individual reimbursement. Vendor receipts should include an itemized listing of purchases made, not just the amount paid. Vendor receipts should include business name, address, itemized listing of purchases made, total charges and amount paid. The following are not acceptable: customer copy of credit card receipt listing only total amount, illegible copies, and copies where information is cut off by the copier. Please ensure you have original receipts in hand and legible electronic versions are submitted.

Examples provided include, restaurant, store, taxi, parking, train, hotel, and air fare. You should use these as a guideline and apply the principles to various types of transactions.

- <u>Restaurant receipts should include: (see Example 1)</u>
  - Name of restaurant
  - Date
  - Number and name of guests
  - Itemized listing of food/beverages and price of each
  - Total charges
  - Amount paid
  - Not acceptable:
    - Customer copy of credit card receipt listing only amount
    - Copies not legible or information cut off by copier
    - Purchase of alcoholic beverages

#### • <u>Store receipts should include: (see Examples 2 & 3)</u>

- Name of store
- Date
- Itemized listing of purchases and price of each
- Total charges
- Amount paid
- Not acceptable:

- Customer copy of credit card receipt listing only amount
- Copies not legible or information cut off by copier
- Personal purchases cannot be reimbursed
- Purchase of alcoholic beverages
- <u>Taxi receipts should include: (see Example 4)</u>
  - Name of taxi company/driver
  - Date
  - Destination from/to
  - Amount including tip if applicable
  - Not acceptable:
    - Blank receipts

#### Parking receipts should include: (see Example 5)

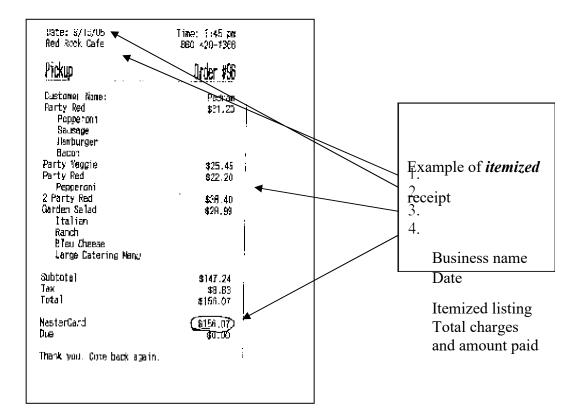
- Name of company
- Date and time in
- Date and time out
- Total charges
- Amount paid
- Not acceptable:
  - Blank receipts
- Train receipts should include: (see Example 6)
  - Name of railroad
  - Date
  - Number of tickets purchased
  - Total charges
  - Amount paid

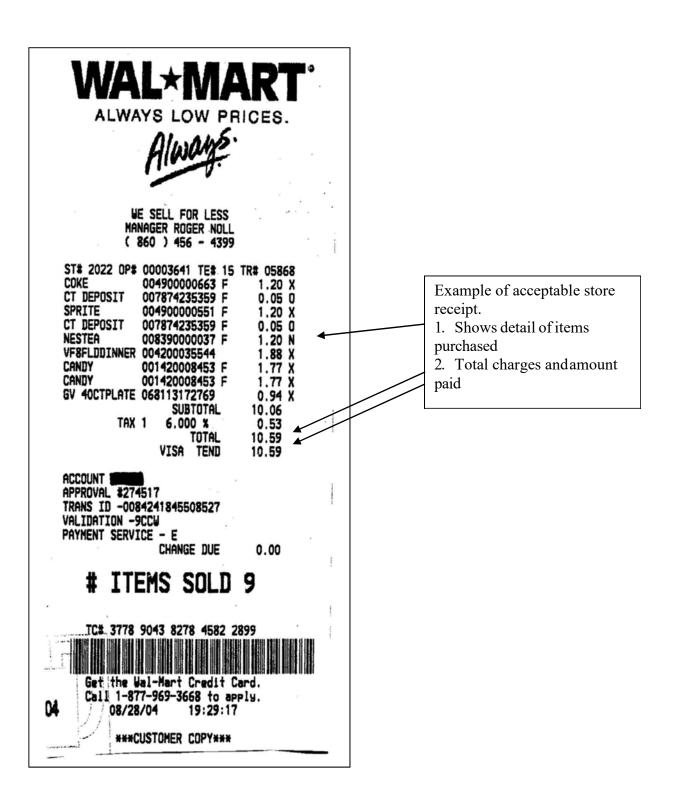
#### Hotel receipts should include: (see Example 7)

- Name of hotel and address
- Check in date
- Check out date
- Number of guests/rooms
- Room rate/taxes/fees per night's stay
- Total charges
- Amount paid
- Not acceptable:
  - Customer copy of credit card receipt listing only amount
  - Copies not legible or information cut off by copier
- Hotel/Airfare itinerary receipts should include: (see Examples 8 & 8a)
  - Name of business and address
  - Dates of travel
  - Number of guests/rooms
  - Room rate/taxes/fees per night's stay
  - Names of all traveling if in group
  - Total charges
  - Amount paid

- Not acceptable:
  - Customer copy of credit card receipt listing only amount
  - Copies not legible or information cut off by copier
- Car rental receipts should include: (see Example 9)
  - Name of business and address; contact information
  - Dates of rental
  - Type of vehicle rented
  - Rates/taxes/service fees per vehicle
  - Total charges
  - Amount paid
  - Not acceptable:
    - Customer copy of credit card receipt listing only amount
    - Copies not legible or information cut off by copier

Example 1 - Restaurant Receipt





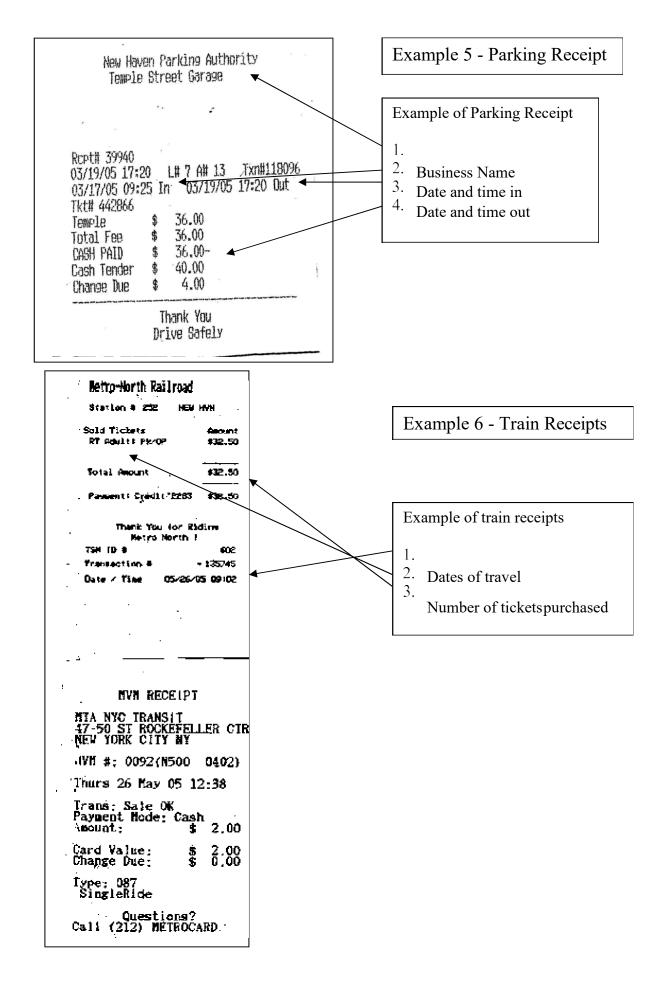
## Example 3 - Store Receipt - Cash Payment

	PLES
Low prices. E 110% Price- 35 Tal ' Vern	very item. Every day. Match. Guaranteed. cottville Road on, CT 06066 0) 870-4032 000572 1 006 45511 0109 01/12/05 11:16 OUR PRICE
1 125 CARD PETI 071912670605 1 A-Z INDEX 11X6 072782113230 SUBTOTAL Standard Tax 6 TOTAL Cash	5.19 3.5 R 3.59 8.78
Cash Change	10.69
TOTAL	ITEMS 2
with Staple	are and Save s-brand products. HOPPING AT STAPLES !

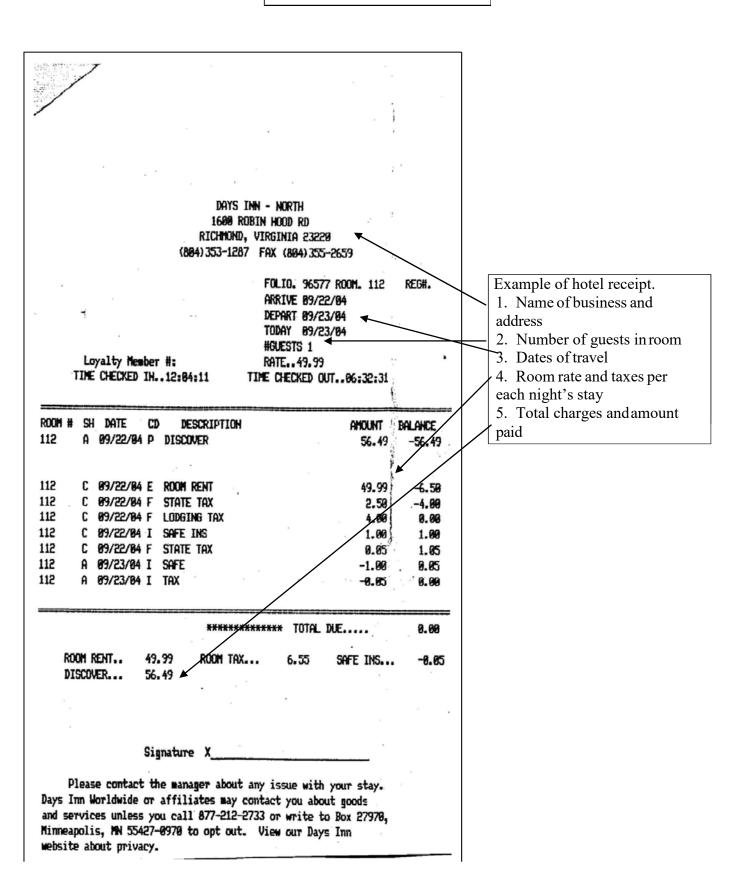
Example of *itemized* receipt showing payment by cash

## Example 4 - Taxi Receipt

American United Taxicab Services 646 South Second St., Milwaukee, WI 53204 Phone: 414-220-5000	
Date: 11/4/05 Amount: \$10.00 From: Valley Fields To: Executive Inn Driver: 72 3 CAB# 215	1 Example of taxi receipt 2. 3. 4. Business name
	Date Amount paid



#### Example 7 - Hotel Receipt



## Example 8 - Travel Itinerary Receipt

This is example of an itinerary submitted for reimbursement for complete travel including airfare and hotel. The itinerary is submitted when E-tickets are used for travel.

	Fraveling, In Norwalk, CT 06851 203-852-8100 Fax 203-852-9322			www.traveling-inc.com
CUSTOMER	RSON: MR ITINER NBR: 1234567890	ARY/INVOIC	E ND.	DATE: Ø1 NOV Ø PAGE: Ø1
3	· · · · · · · · · · · · · · · · · · ·			Thank You!
FOR			¥ .	ORIGINAL INVOICE
29 DEC 3 AIR	AMERICA WEST LV NEW YORK JFK DEPART: TERMINAL 7 AR PHOENIX ARRIVE: TERMINAL 4 SEA	FLT:11 T-14A T-14C	ЕСОНОНҮ 799А 1949А	FOOD FOR PURCHASE EGP: AIRBUS A319 ØSHR 4ØMIN NON-STOP REF: VC44BT
HOTEL	PHOENIX DAYS INN DAYS INN TEMPE ASU 1221 E APACHE BLVD TEMPE AZ 85281 FONE 480-968-7793 FAX 480-966-4450 GUARANTEED LATE ARRIVA CONFIRMATION		OUT-22DEC 2 NIGHTS 1 ROOM RATE-53.10USD CANCEL BY Ø4P	PER NIGHT DAY OF ARRIVAL
22 DEC Ø	AMERICA WEST LV PHOENIX DEPART: TERMINAL 4 AR NEW YORK JFK ARRIVE: TERMINAL 7 SEA	FLT:14 T-21D T-21F	ECONOMY 1254P 729P	FOOD FOR PURCHASE EGP: AIRBUS A319 Ø4HR 33MIN NON-STOP REF: VC44BT
	4 - TUESDAY NORWALK TRANSACTION FEE VOUCHER			
OTHER	NORWALK TRANSACTION FEE VOUCHER	BILLED		40.00 40.00
OW CLANER MOT		CONTINUED (		lant or booking for eaching which are not directly

Example 8a - Continuation of Itinerary Receipt

This is continuation of itinerary showing amount due and credit card payment made.

	322	www.traveling-inc.com
SALES PERSON: MR CUSTOMER NER: 1234567890	ITINERARY/INVOICE NO.	DATE: Ø1 NOV PAGE: Ø2
10:		Thank You!
FOR:		OFFIGINAL INVOIC
AIR TICKET F ELEC TKT AIR TICKET	BILLED TO	330.1
ELEC TKT	BILLED TO	330.7
	SUB TOTAL NET CC BILLIND	741.4
	TOTAL AMOUNT DUE	Ø.(
TICKETS ARE NON REFUN THE HOTEL IS GUARANTED CAN PAY THEM DIRECTLY THE DAYS INN MAS AN A	RE 1 1/2 HR CKIN AND A VALID PHOTO DABLE AND SUBJECT TO CHANGE FEES ED ON THE CREDIT CARD AND YOU UPON ARRIVAL AND CHECKOUT IRPORT SHUTTLE Y PHONE IN THE BAGGAGE CLAIM AREA KT NUMBERS ARE 4	ID.

Example 9 - Car Rental Receipt

