



## **Business Office**

# **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. Students with outstanding cash advances will be charged to their student account 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.

- Restaurant receipts should include: (see Example 1)
  - 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
- Store receipts should include: (see Examples 2 & 3)
  - 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
  
- Taxi receipts should include: (see Example 4)
  - 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

Date: 8/13/08	Time: 1:45 pm		
Red Rock Cafe	BBG 420-1388		
<b>Pickup</b>	<b>Order #96</b>		
Customer Name: Party Red	Person		
Pepperoni Sausage Hamburger Bacon	\$21.20		
Party Veggie	\$25.45		
Party Red Pepperoni	\$22.20		
2 Party Red	\$38.40		
Garden Salad Italian Ranch	\$29.99		
BTau Cheese Large Catering Menu			
Subtotal	\$147.24		
Tax	\$8.83		
Total	\$156.07		
MasterCard	\$156.07		
Due	\$0.00		
Thank you. Come back again.			

**Example of *itemized* receipt**

1. Business name
2. Date
3. Itemized listing
4. Total charges and amount paid

Example 2 - Store Receipt - Credit Card Payment

**WAL★MART**  
ALWAYS LOW PRICES.  
*Always.*


WE SELL FOR LESS  
MANAGER ROGER NOLL  
( 860 ) 456 - 4399

ST# 2022 OP# 00003641 TE# 15 TR# 05868
COKE 004900000663 F 1.20 X
CT DEPOSIT 007874235359 F 0.05 0
SPRITE 004900000551 F 1.20 X
CT DEPOSIT 007874235359 F 0.05 0
NESTEA 008390000037 F 1.20 N
VF8FLDDINNER 004200035544 1.88 X
CANDY 001420008453 F 1.77 X
CANDY 001420008453 F 1.77 X
GV 4OCTPLATE 068113172769 0.94 X
SUBTOTAL 10.06
TAX 1 6.000 % 0.53
TOTAL 10.59
VISA TEND 10.59

ACCOUNT [REDACTED]  
APPROVAL #274517  
TRANS ID -0084241845508527  
VALIDATION -9CCW  
PAYMENT SERVICE - E  
CHANGE DUE 0.00

**# ITEMS SOLD 9**

TC# 3778 9043 8278 4582 2899



Get the Wal-Mart Credit Card.  
Call 1-877-969-3668 to apply.  
08/28/04 19:29:17

04

\*\*\*CUSTOMER COPY\*\*\*

Example of acceptable store receipt.

1. Shows detail of items purchased
2. Total charges and amount paid



Example 3 - Store Receipt - Cash Payment

**STAPLES**  
that was easy.  
Low prices. Every item. Every day.  
110% Price-Match. Guaranteed.  
35 Talcottville Road  
Vernon, CT 06066  
(860) 870-4032

SALE 000572 1 006 45511  
0109 01/12/05 11:16

QTY	SKU	OUR PRICE
1	125 CARD PETITE FI 071912670605	5.19
1	A-Z INDEX 11X8.5 R 072782113230	3.59
SUBTOTAL		8.78
Standard Tax 6.00%		0.53
TOTAL		<u>\$9.31</u>
Cash		20.00
Cash Change		10.69

TOTAL ITEMS 2

Compare and Save  
with Staples-brand products.

THANK YOU FOR SHOPPING AT STAPLES !



0 1 0 9 0 1 1 2 0 5 4 5 5 1 1 0 6

Example of *itemized* receipt  
showing payment by cash

Example 4 - Taxi Receipt

**AMERICAN** **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: R 13 CAB # 215

- 1. Example of taxi receipt
  - 2.
  - 3.
  - 4. Business name
- Date
- Amount paid
- Destination

New Haven Parking Authority  
 Temple Street Garage

Rcpt# 39940  
 03/19/05 17:20 L# 7 A# 13 Trn#118096  
 03/17/05 09:25 In 03/19/05 17:20 Out  
 Tkt# 442866

Temple	\$	36.00
Total Fee	\$	36.00
CASH PAID	\$	36.00-
Cash Tender	\$	40.00
Change Due	\$	4.00

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Thank You  
 Drive Safely

Example 5 - Parking Receipt

- Example of Parking Receipt
- 1.
  2. Business Name
  3. Date and time in
  4. Date and time out

**Metro-North Railroad**

Station # 232 NEW HAV

Sold Tickets	Amount
RT Adult Pk-OP	\$32.50
<b>Total Amount</b>	<b>\$32.50</b>
Payment: Credit#2283	\$32.50

Thank You for Riding  
 Metro North !

TSM ID # 602  
 Transaction # 135745  
 Date / Time 05/26/05 09:02

Example 6 - Train Receipts

- Example of train receipts
- 1.
  2. Dates of travel
  3. Number of tickets purchased

**MVM RECEIPT**

MTA NYC TRANSIT  
 47-50 ST ROCKEFELLER CIR  
 NEW YORK CITY NY

MVM #: 0092(N500 0402)

Thurs 26 May 05 12:38

Trans: Sale OK  
 Payment Mode: Cash  
 Amount: \$ 2.00

Card Value: \$ 2.00  
 Change Due: \$ 0.00

Type: 087  
 SingleRide

Questions?  
 Call (212) METROCARD

Example 7 - Hotel Receipt

DAYS INN - NORTH  
 1600 ROBIN HOOD RD  
 RICHMOND, VIRGINIA 23220  
 (804) 353-1287 FAX (804) 355-2659

FOLIO. 96577 ROOM. 112 REGH.  
 ARRIVE 09/22/04  
 DEPART 09/23/04  
 TODAY 09/23/04  
 #GUESTS 1  
 RATE..49.99  
 TIME CHECKED OUT..06:32:31

Loyalty Member #:  
 TIME CHECKED IN..12:04:11

- Example of hotel receipt.
1. Name of business and address
  2. Number of guests in room
  3. Dates of travel
  4. Room rate and taxes per each night's stay
  5. Total charges and amount paid

ROOM #	SH	DATE	CD	DESCRIPTION	AMOUNT	BALANCE
112	A	09/22/04	P	DISCOVER	56.49	-56.49
112	C	09/22/04	E	ROOM RENT	49.99	-6.50
112	C	09/22/04	F	STATE TAX	2.50	-4.00
112	C	09/22/04	F	LODGING TAX	4.00	0.00
112	C	09/22/04	I	SAFE INS	1.00	1.00
112	C	09/22/04	F	STATE TAX	0.05	1.05
112	A	09/23/04	I	SAFE	-1.00	0.05
112	A	09/23/04	I	TAX	-0.05	0.00

\*\*\*\*\* TOTAL DUE..... 0.00

ROOM RENT.. 49.99 ROOM TAX... 6.55 SAFE INS... -0.05  
 DISCOVER... 56.49

Signature X \_\_\_\_\_

Please contact the manager about any issue with your stay.  
 Days Inn Worldwide or affiliates may contact you about goods  
 and services unless you call 877-212-2733 or write to Box 27970,  
 Minneapolis, MN 55427-0970 to opt out. View our Days Inn  
 website about privacy.

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.

**Traveling, Inc.**  
 Norwalk, CT 06851 203-852-8100  
 Fax 203-852-9322  
 www.traveling-inc.com

SALES PERSON: MR ITINERARY/INVOICE NO. DATE: 01 NOV 0  
 CUSTOMER NBR: 1234567890 PAGE: 01

TO:

*Thank You!*

FOR:

ORIGINAL INVOICE

20 DEC 04 - MONDAY  
 AIR AMERICA WEST FLT:11 ECONOMY FOOD FOR PURCHASE  
 LV NEW YORK JFK 700A EQP: AIRBUS A319  
 DEPART: TERMINAL 7 05HR 40MIN  
 AR PHOENIX 1040A NON-STOP  
 ARRIVE: TERMINAL 4 REF: VC44BT  
 SEAT-14A  
 SEAT-14C

HOTEL PHOENIX  
 DAYS INN  
 DAYS INN TEMPE ASU  
 1221 E APACHE BLVD  
 TEMPE AZ 85281  
 PHONE 480-968-7793  
 FAX 480-966-4450  
 GUARANTEED LATE ARRIVAL  
 CONFIRMATION

OUT-22DEC  
 2 NIGHTS  
 1 ROOM  
 RATE-53.10USD PER NIGHT  
 CANCEL BY 04P DAY OF ARRIVAL

22 DEC 04 - WEDNESDAY  
 AIR AMERICA WEST FLT:14 ECONOMY FOOD FOR PURCHASE  
 LV PHOENIX 1256P EQP: AIRBUS A319  
 DEPART: TERMINAL 4 04HR 33MIN  
 AR NEW YORK JFK 729P NON-STOP  
 ARRIVE: TERMINAL 7 REF: VC44BT  
 SEAT-21D  
 SEAT-21F

02 NOV 04 - TUESDAY  
 OTHER NORWALK  
 TRANSACTION FEE  
 VOUCHER  
 BILLED TO 40.00

OTHER NORWALK  
 TRANSACTION FEE  
 VOUCHER  
 BILLED TO 40.00

CONTINUED ON PAGE 2

DISCLAIMER NOTICE: Traveling, Inc. is not an intermediary or an agent for complete, online services, or specific reservations or booking for any fees which are not directly

Example 8a - Continuation of Itinerary Receipt

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

**Traveling, Inc.**  
 Norwalk, CT 06851 203-852-8100  
 Fax 203-852-9322  
 www.traveling-inc.com

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SALES PERSON: MR ITINERARY/INVOICE NO. DATE: 01 NOV 0  
 CUSTOMER NBR: 1234567890 PAGE: 02

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TO:

*Thank You!*

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FOR:

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		ORIGINAL INVOICE
AIR TICKET	BILLED TO	330.70
ELEC TKT		
AIR TICKET	BILLED TO	330.70
ELEC TKT		
	SUB TOTAL	741.40
	NET CC BILLING	741.40
	TOTAL AMOUNT DUE	0.00

...FAA REGULATIONS REQUIRE 1 1/2 HR CKIN AND A VALID PHOTO ID.  
 ...TICKETS ARE NON REFUNDABLE AND SUBJECT TO CHANGE FEES  
 ...THE HOTEL IS GUARANTEED ON THE CREDIT CARD AND YOU  
 ...CAN PAY THEM DIRECTLY UPON ARRIVAL AND CHECKOUT  
 ...THE DAYS INN HAS AN AIRPORT SHUTTLE  
 ...LOOK FOR THE COURTESY PHONE IN THE BAGGAGE CLAIM AREA  
 ...UPON ARRIVAL  
 ...THESE ARE E TKTS  
 ...YOUR AMERICA WEST E TKT NUMBERS ARE

Example 9 - Car Rental Receipt

**Alamo**

Rental Agreement #: 405223477  
 Invoice #: 40004230637

Rental Location  
 NASHVILLE ARPT  
 1 TERMINAL DRIVE  
 NASHVILLE INTL ARPT  
 NASHVILLE, TN 37217  
 Phone: (615)275 1050

Return Location  
 NASHVILLE ARPT

Actual 04-NOV-2004 10:30 PM  
 Charged 04-NOV-2004 10:30 PM

07-NOV-2004 09:14 AM  
 07-NOV-2004 06:14 AM

Vehicle # SM146299  
 Model GRAND AM  
 Class Driven ICAR  
 Class Charged ICAR  
 License # RL0154  
 State/Province TENNESSEE  
 M/Kms Driven 160  
 M/Kms Out 3792  
 M/Kms In 3952

Rate Info

Charges:	No	Unit	Price/Unit	Amount
TIME & DISTANCE	3	Days	21.95	65.85 *
UNLIMITED MILES/KM - TIME & DIST		M/Kms		0.00 *
DISCOUNT - TIME & DIST 5.00†			65.85	-3.29 *
CDW / LDW	3	Days	9.99	29.97
YOUNG RENTER FEE	3	Days	25.00	75.00 *
CONCESSION RECOUP FEE 10.19 PCT			62.56	6.37 *
TN SURCHARGE 3 PCT			173.90	5.22
SALES TAX @9.250 %			143.93	13.31

Total Charges: USD 192.43

Payments:	AUTH	DATE	AUTH AMT
Pre-payment Visa	9459 031218	05-NOV-2004	192.43

Amount Due (Subject to Audit) USD 0.00  
 Message \* Taxable Items  
 Customer service Number 1(800) 462-5266

Example of car rental receipt

1. Dates of Rental
2. Rental location
3. Total charges