

TREASURY GUIDELINES

Accountable Advance

An accountable advance is an amount paid out without an invoice being presented. This is usually done when it is expected that large amounts will be spent and it may be too cumbersome for the individual to spend this amount out of pocket and then request reimbursement.

The Treasury Department has developed a new form for **Accountable Advances**. This will now be used when such a request is being made. The form is quite similar to the Expense Report with slight differences. One such difference is the **settlement date**. This is the date by which the form and all accompanying receipts should be returned to the Treasury. There is also the **Declaration** which you will sign to say that you have read this procedure and agree to abide by it.

to the Treasury Dept. by the settlement date. If you got an advance for \$1000 and you spent \$800 then you must return \$200 to Treasury. Conversely, if you spent \$1200, you will be issued a reimbursement cheque for \$200. If you spent \$1000 and can only produce receipts for \$700 you will be required to pay back \$300.

Please ensure that for every advance that you request, you only use one form. What has happened in the past is, one form was used to make the request and another form done up with receipts attached. This creates confusion, because usually the 2 forms have 2 different dates.

One final thing to be noted is, you need to settle one advance before another will be issued to you.

Expense Reports

An expense report should be used when requesting reimbursement for amounts already spent or if an invoice is being paid. Please ensure that you attach the expense report to the invoice or receipts for reimbursement before presenting it to the Treasury Dept for payment.

Incomplete forms will not be processed, in other words, **you will not receive a cheque**. When you present an expense report or a receipt in isolation it is sometimes very difficult to match both documents. Also because we are not using a log book as to what is received, it is not easily established if complete documents were received. This then becomes a problem when the books are to be audited.

this expense and are requesting that a cheque be mailed out will not suffice. You need to present an invoice for payment. Also regarding amounts for reimbursement, kindly ensure that the vendor you are purchasing from is able to issue you a receipt. There are some cases where a receipt may not be readily available, this should definitely be the exception and not the rule. These situations should be minimized as much as possible.