



Request for Advance

(Advances are to be used as a method of LAST RESORT and are managed by your local Business Office)

Please write clearly in BLOCK LETTERS

Name					
Position					
Dept/Division/School					
Address					
Phone		Fax		Email	
Uni ID Number					

Travel Details (please see section [506.1 of the F&BS Manual](#) for more information on Advances)

Destination (please attach itinerary and Travel Approval Form)			
Date of Departure		Date of Return	
Calculation of Advance	It is estimated that the total costs incurred on the trip will be a maximum of _____ I am requesting _____ percent of this amount in accordance with the policy .		

Upon receipt of this advance, I understand and agree that I am required to:

1. Only have one advance outstanding at a time;
2. Remit the amount in full by refunding any unspent funds and/or provide receipts within 15 working days from the completion of my travel/field work; and
3. Failure to finalise this advance in a timely manner may result in the University invoicing me for part or all of the advance.

Cross out if not relevant: I acknowledge that I am a holder of an ANU VISA Purchase Card. However, because I am travelling to remote locations (as per attached itinerary), an advance is requested.

Signature		Date: / / .
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Business Office Use

Process Advance in ESP	
Notify Traveller	

Authorisation (Maximum advance is \$10,000 unless approved by the Principal Council Delegate)

Name in Block Letters			
Position			
Area		Uni ID	
Signature			Date / / .

Acquittal of Advance (to be completed within 15 days from the return of travel/field work)

Any advance amount that has not been spent must be refunded in full to the University.
 Advances must be acquitted within 15 working days of return.
 Advances that have not been fully acquitted within 30 working day of the required acquittal date (i.e. 45 days of return from travel) will be treated as a debt, and an invoice will be raised for the outstanding advance amount.
 Any excess of actual expenditure incurred of the advance amount may be reimbursed by the University to the employee and the delegate authorises it as a reasonable amount.

Expenditure Summary

Total advance amount		Total amount spent (receipted)		Total amount to be reimbursed/refunded	
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Details of Expenditure (If not provided, a Statutory Declaration is required)

Details of receipt	Receipt amount

Signature		Date: / / .
Uni ID		

Business Office – Internal Use

Process Advance in ESP	
Notify Traveller	

Authorisation of any additional expenses ([as per Financial Delegations 4.13](#))

Name in Block Letters			
Position			
Area		Uni ID	
Signature			
	Date / / .		