



Finance & Business Services, Building 10C

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Enquiries: (02) 6125 8779

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## Request for Advances

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

Please read Advance procedures for [Staff](#), [Student/Visitors](#), and [Advance Checklist](#)

### PART A

Name	<input type="text"/>	Uni ID	<input type="text"/>
Position	<input type="text"/>	Business Unit	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>		

### PART B Travel Details

Destination (please attach itinerary and Travel Approval Form)	<input type="text"/>		
Date of Departure	<input type="text"/>	Date of Return	<input type="text"/>
in accordance to the Advances <a href="#">policy</a> , Amount required:	<input type="text"/>		
Full GL Charge Code	<input type="text"/>		

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 up spent 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 advances.

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	<input type="text"/>	Date	<input type="text"/>
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### PART C

#### Authorisation (Note: maximum advance is \$10,000 unless approved by the Principal Delegate)

Name	<input type="text"/>	Uni ID	<input type="text"/>
Position	<input type="text"/>	Area	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

#### Business Office Use

Business Unit	<input type="text"/>	Voucher ID for Advances	<input type="text"/>
<input type="checkbox"/> Notified Traveller			

**PART D**      **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.  
Advance must be acquitted within 15 working days of return.  
Advances that have not been fully acquitted within 30 working days of the required acquittal date (i.e. 45 days of return from travel) will be treated as a debt, and 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 invoiced amount (Inc. GST)   
 Authorised for Additional Expense      Total amount to be reimbursed (Inc. GST)

Full GL Charge Code	Invoice Description	Total Invoiced Amount (Inc. GST)	Amount to be Reimbursed (Inc. GST)

Name  Uni ID   
Signature  Date

**PART E**

**Authorisation of any additional expenses (as per Financial Delegations 4.7)**  
Name  Uni ID   
Position  Area   
Signature  Date

**Business Office Use**  
Business Unit  Voucher ID for Advance Acquittal   
 Notified Traveller