

Procedure: Advances

Purpose

To inform the issuing and acquittal of advances.

Procedure

Use of Advances

1. Advances will only be used when there is no viable alternative payment method.

The following alternatives must be considered before issuing an advance:

- a. Payment of the expenses directly by the Business Unit;
- b. Use of an ANU Purchase Card to pay expenses directly;
- c. Reimbursement of expenditure; and
- d. Payment of an allowance to staff through ANU payroll.

2. Advances must not be issued:

- For airfares;
- To the holder of an ANU Purchase Card unless the advance is being used for travel to a remote location where cash is required; and
- To an applicant with an outstanding and un-acquitted advance.

Applying for an Advance

3. Non-travel related Advance applications must be processed through the [Request for Advance](#) form.
4. Travel related forms must be processed through the [Travel E-form](#).

Authorisation of Advances

5. The authorising delegate must ensure that an advance:
 - Is necessary;
 - Is for a reasonable amount; and

- Has been approved by the staff member's direct supervisor.
6. The minimum limit of an advance is \$100, and the maximum limit of an advance is \$10,000 (for staff) and \$5,000 (for visitors and students).
 7. In exceptional circumstances an authorised delegate may approve advances beyond the limits noted in Section 6.

Payment of advances

8. Advance recipients are required to sign an agreement, acknowledging receipt of the advance & agree to the terms and conditions;
9. Payment are made to an employee's salary bank account, a student's bank account (as recorded in ISIS), or bank account as nominated by the visitor
10. Where an advance is travel related, payment will not be made more than five business days prior to departure.
11. Advance recipients must acquit advances using the [Advance acquittal](#) form.
12. Local finance officers are responsible for ensuring advance acquittals are undertaken in a timely manner.
13. Advances must be acquitted within fifteen (15) business days of funds being issued or for travel related advances within fifteen (15) business days of travellers return.
14. If the expenditure incurred by the recipient of an advance:
 - Is greater than the advance paid, the University will reimburse the outstanding balance provided the authorised delegate approves this as reasonable; or
 - Is less than the amount of the advance paid, the advance recipient is required to refund the balance to the University within fifteen (15) business days from acquittal.
15. Advances that are not fully acquitted within 45 working days will be treated as a debt, and an invoice will be raised by Financial Shared Services to the recipient for the outstanding amount.
16. Advance recipients will be liable for any consequential Fringe Benefits Tax (FBT) obligations.

Document information

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