



Policy: Advances

Purpose

To inform staff of the principles associated with issuing advances.

Overview

An advance is a payment made to staff, students and visitors for future expenses on approved University activities. This policy sets out the principles behind using and acquitting an advance.

Scope

This policy applies across the University.

Policy Statement

1. Advances will only be used where there is no practical alternate payment method.
2. Advance recipients are required to:
 - a. Sign agreed terms and conditions;
 - b. Acknowledge receipt of the University funds; and
 - c. Acquit advances in the specified timeframe and provide receipts and relevant evidence of the expenses incurred; and
3. Where an advance is not fully acquitted within the timeframe, the outstanding amount will be treated as a debt to the recipient and the amount owing may give rise to a potential Fringe Benefits Tax (FBT) implication.

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