

Worcester Polytechnic Institute Cash Advance Procedures

Statement

WPI permits departments to obtain a cash advance for their department as described within these guidelines.

Purpose

A cash advance is used for expenses while traveling on official university business. For example, tipping bus drivers or meals for sports team trips. There is a \$500 limit for a cash advance.

Requesting a Cash Advance

The Financial Manager of the department should send an e-mail to the Director of Financial Services (Nancy Smith) to request a cash advance for the travelling employee. Include the employee's name, department, purpose of the cash advance and the date the cash advance will be needed. Once the request has been approved the cash can be picked up by the employee at the Bursar's Office.

Picking up a Cash Advance

When picking up the cash advance the cashier will fill out the Cash Advance Form. The cashier and employee both verify the cash and sign the form. The cashier will give the employee a receipt for the transaction.

Filling out the Expense Report for a Cash Advance

An [expense report](#) must be submitted within 30 days of receiving the cash advance. All original receipts, check reimbursement, and any other necessary documentation applicable to the transaction must accompany the expense report. For additional information on how to fill out expense reports please see [How to complete an expense report](#). For important reminders regarding expense reports please see [Important Expense Report Notes](#). Once the expense report is complete it should be sent to the Accounts Payable Dept.

Please Note: All cash transactions must be handled by WPI employees.