



*Office of the Controller*  
Accounts Payable

107 ROUDEBUSH HALL  
OXFORD, OH 45056-3653  
(513) 529-6110 (OFFICE)  
(513) 529-6124 (FAX)

## MIAMI UNIVERSITY CASH ADVANCE AGREEMENT

In compliance with INTERNAL REVENUE CODE SECTION 62(c), regulations regarding cash advances procedures are:

- Cash advances/Per Diem must be requested at least **7** days prior to the date needed.
- Cash advances cannot be drawn more than **14** days before expenses will be incurred.
- You are responsible for documenting your travel expenses by entering and attaching the receipts in the Travel System (Chrome River) or in the case of Workshops, submitting your **ORIGINAL** receipts, Currency Conversion receipts, and Workshop Log to Global Initiatives.
- **30 Days after travel end date** – Travel Expense Report/Receipts Due & Unspent Funds must be returned.
- **60 Days after travel end date** – If receipts/unspent funds are not received after 60 days after travel end date, notice will be issued to the employee informing them that any expenses without supporting documentation or unreturned Cash advance amount will be submitted to Payroll for inclusion as an additional income and subject to all applicable taxes.
- Cash advances will require a travel expense report to be created in the Travel System (Chrome River) when you return from your trip. Reconciliation of your advance could result in funds being owned back to the University or additional funds being owed to you based on your travel dates, locations and meals provided.
- Original receipts are required for every dollar spent and must be kept in your department for non per diem related expenses.
- Any remaining funds can be:
  - Returned to the Accounts Payable Office (107 Roudebush Hall) in the form of a check payable to Miami University.
  - Any cash can be deposited at PNC (Shriver Center location) along with the Treasury Services online form.
  - Return the declining balance card with the outstanding balance to Accounts Payable.

This form will be kept in the Accounts Payable Office and uploaded as an attachment in travel system.

I agree with these terms as long as I am employed at Miami University:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_