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**MIAMI UNIVERSITY  
CASH ADVANCE AGREEMENT – HUMAN RESEARCH**

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

- Cash advances 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 Human Research expenses by entering and attaching the receipts in the Workday Expense report that is reconciling your Cash Advance.
- **30 Days after research end date** – Workday Expense Report is due (including receipts and distribution logs) & Unspent Funds must be returned to Accounts Payable
- **60 Days after research end date** – Formal Periodic Statement issued if receipts/unspent funds are not received. Notice to the employee that any non-documented amount or unreturned amount will be submitted to Payroll for inclusion as additional income
- Original receipts are required for every dollar spent and must be kept in your department
- Any remaining funds can be:
  - Returned to the Accounts Payable Office (107 Roudebush Hall) in the form of a check payable to Miami University (Money Order or Cashier's Check is also acceptable)
  - Return any pre-paid credit cards with an outstanding balance to Treasury Services.

This form will be kept in the Accounts Payable Office (or stored electronically within the Cash Advance request in Workday. I agree with these terms as long as I am employed at Miami University:

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
(Person Receiving Funds)