



Office of the Controller
Accounts Payable

107 ROUDEBUSH HALL
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MIAMI UNIVERSITY CASH ADVANCE AGREEMENT (ZELLE DISTRIBUTION - ICA TEAM TRAVEL)

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

- Cash Advances for Per Diem must be requested at least **7** days prior to the date needed and cannot be disbursed more than **14** days before expenses will be incurred.
- Cash Advances for team travel is requested under the name of the person who is in charge of the team travel. Cash Advances will be recorded as receivable from the requester and distributed to the bank accounts of travelers (team members and all applicable travelers) via the Zelle system. The list with names of the travelers must be attached to the Spend Authorization/Cash Advance request in Workday.
- To utilize the Zelle option, all travelers (team members and all applicable travelers) must have an active bank account and register with Zelle prior to the Cash Advance payment being requested. All issues related to distribution of funds via Zelle to the travelers' bank accounts must be reported to and resolved by the Treasury department.
- Requester of the Cash Advance is responsible for documenting all travel expenses by recording them in Workday, attaching electronic images of the receipts if applicable.
- Cash Advance reconciliations will require an Expense Report to be submitted in Workday when the travelers return from a trip. Reconciliation of the Cash Advance could result in funds being owed back to the University or additional funds being owed to the requester based on travel dates, locations and meals provided.
- Any unused funds must be returned to the Accounts Payable Office (107 Roudebush Hall) in the form of a check payable to Miami University. If funds are not returned, payment will be reviewed for tax compliance and the appropriate office will be notified for reporting and tax withholdings.
- **30 Days after travel end date** – Travel Expense Reconciliation Reports/Receipts are Due & Unspent Funds must be returned. The Requester of the Cash Advance will not be able to obtain another advance or reimbursement until this advance has been reconciled (within 30 days after travel end day).
- **In the event a person who was scheduled to participate in the trip was not able to do so, the Requester and requesting department must make sure that funds are returned no later than 30 days after the travel end day.**
- This signed agreement must be uploaded and attached to the Spend Authorization/Cash Advance request in Workday.

I agree with and will adhere to all of the requirements listed above.

Signature: _____ Date: _____