
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 Workday (on an Expense Report reconciling the Cash Advance) or in the case of Workshops, submitting your **ORIGINAL** receipts, Currency Conversion receipts, and Workshop Log (also on an Expense Report in Workday, reconciling the Cash Advance).
- **30 Days after travel end date** – Travel Expense Report reconciling the Cash Advance is due. This includes all detailed receipt and the return of any unspent funds. (See below for expectations of unused funds).
- **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 an expense report to be created in Workday when you return from your trip. Reconciliation of your advance could result in funds being owed back to the University or additional funds being owed to you based on your travel dates, locations and meals provided.

Any remaining funds must be returned no later than 30 days after the travel end date:

- Cash received as direct deposit or check - return to the Accounts Payable Office (107 Roudebush Hall) in the form of a check payable to Miami University
- Prepaid Card – inform Treasury Services about unspent balance (treasuryservices@miamioh.edu)

This form must be uploaded as an attachment to the Cash Advance (Spend Authorization) Request in Workday.

Please indicate if cash is requested for a Workshop: ____ Yes ____ No

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

Signature: _____ Date: _____