

---

## 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 Expense 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.

Any remaining funds:

- 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
- Debit Card – inform Treasury Services about unspent balance ([treasuryservices@miamioh.edu](mailto:treasuryservices@miamioh.edu))

This form must be uploaded as an attachment to the Cash Advance Request in the travel system (Chrome River).

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

**You must inform the Office of Global Initiatives if cash is requested for a Workshop.**

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

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