Monash University Procedure

### Procedure Title
Reimbursements – Cash Advance Procedures (Australia only)

### Parent Policy
Reimbursements Policy (Australia Only)

### Date Effective
28-October-2016

### Review Date
28-April-2017

### Procedure Owner
Executive Director, Finance Services

### Category
Occupational Procedure

### Version Number
2.0

### Content Enquiries
Finance Policy

### Scope
All Australian campuses
All members of the Monash University community in Australia

### Purpose
To ensure that all reimbursements of Monash University business expenses comply with legislative requirements and are completed in the most efficient and effective manner that takes account of fraud risk.

#### PROCEDURE STATEMENT

1. **Requesting a Cash Advance**
   The applicant requests a cash advance in Concur and forwards the request to their Expense Approver.

   **Responsibility**
   Applicant
   
   Where there is a legitimate business reason for the cash advance and no other avenue for the payment of expenses is appropriate, the Expense Approver approves the cash advance request in Concur.

   **Responsibility**
   Expense Approver
   
   The Cash Advance Administrator then reviews approved cash advance requests and, if the applicant has no outstanding unacquitted cash advances, issues the cash advance.

   **Responsibility**
   Cash Advance Administrator

2. **Acquitting a Cash Advance**
   In Concur the recipient of the cash advance must do the following:
   - create an Expense Report and assign the cash advance to it;
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- if any of the cash advance has not been expended, assign the unused amount to the expense type "cash advance return";
- if necessary, acquit any Monash University Corporate Credit Card transactions and request any out-of-pocket reimbursements at this time via the same Expense Report;
- upload and attach tax invoices - if no tax invoice is available, a statutory declaration must be completed and attached to the Expense Report; and
- submit the Expense Report for online approval via Concur.

Responsibility
Cash Advance Recipient

The Expense Approver must then review the Expense Report via Concur. If the report is unsatisfactory (i.e. it contravenes the Reimbursements Policy and/or its Procedures), it must be returned via Concur, along with a comment, to the cash advance recipient. If satisfactory, the report must be approved via Concur.

Responsibility
Expense Approver

The Expense Management team reviews the Expense Report and supporting documentation and approves it for import into SAP.

Responsibility
Expense Management team, Purchase to Payment Services

3. Acquiring a Cash Advance—with Expense Management team or departmental delegate support

The cash advance recipient must put all tax invoices into an Expense Management envelope, along with a completed Expense Management form and forward it to the Expense Management team, Purchase to Payment Services, or the relevant departmental delegated officer.

Responsibility
Cash Advance Recipient

The Expense Management team or departmental delegated officer must then do the following in Concur:

- create an Expense Report and assign the cash advance to it;
- assign any unused amount to the expense type "cash advance return";
- if requested, acquit any Monash University Corporate Credit Card transactions and request any out-of-pocket reimbursements at this time via the same Expense Report;
- upload and attach tax invoices - if no tax invoice is available, the cash advance recipient must be contacted and asked to complete a statutory declaration, which, when received, is attached to the Expense Report; and
- submit the Expense Report for online approval via Concur.

Responsibility
Expense Management team or departmental delegated officer
The Expense Approver must then review the Expense Report via Concur. If the report is unsatisfactory (i.e. it contravenes the Reimbursements Policy and/or its Procedures), it must be returned via Concur, along with a comment, to the Expense Management team or departmental delegated officer. If satisfactory, the report must be approved via Concur.

**Responsibility**

**Expense Approver**

The Expense Management team reviews the Expense Report and supporting documentation and approves it for import into SAP.

**Responsibility**

Expense Management team, Purchase to Payment Services

| Responsibility for implementation | Senior Vice-President and Chief Financial Officer  
|                                 | Executive Director, Finance Services  
|                                 | Manager, Payment and Logistic Services |
| Status                         | Revised                        |
| Approval Body                  | Name: Senior Vice-President and Chief Financial Officer  
|                                | Date: 23-May-2012  
|                                | Author: Executive Director, Finance Services |
| Definitions                    | **Expense Approver:** ESS approving officer for the relevant cost centre with a financial delegation equivalent to the highest single spend allowable under the credit card holder’s Point of Sale Control profile.  
|                                | **Expense Report:** Report in Concur that allows staff to acquit their corporate credit card spend and apply for out-of-pocket reimbursements and cash advances.  
|                                | **Concur:** The University’s online expense management system.  
|                                | **Expense type:** A category of spend that reflects the University’s General Ledger account codes. |
| Legislation Mandating Compliance | Financial Management Act 1994 (s.44 Accounts to be kept) |
| Related Policies               | Procurement Policy  
|                                | Vendor Payments Policy (Australia only)  
|                                | Goods and Services Tax (Australia) Policy  
|                                | Fringe Benefits Tax (Australia) Policy  
|                                | International Staffing and Mobility Policy  
|                                | Conduct and Compliance Policy |
| Related Documents              |  

**Legislation Mandating Compliance**

**Financial Management Act 1994** (s.44 Accounts to be kept)

**Related Policies**

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