

Staffordshire University

Employee Advances

Policy and Procedures

1. Introduction

This Employee Advances Policy and Procedures document is issued on 1st August 2005. It supersedes all other policies and procedures relating to employee advances currently in issue. It should be read in conjunction with the University's Financial Regulations, Travel Policy and Procedures and Employee Business Expense Claims Policy and Procedures.

This Employee Advance Policy and Procedures document is applicable to all employees of the University. Employee advances will not be issued to self employed persons or non University employees.

2. Policy

Employee advances are intended to cover anticipated cash expenditure for overseas business travel as detailed in the University's Employee Business Expense Claims Policy and Procedures. Payments for travel tickets and hotel accommodation must be made through normal approved methods for these types of expenditure.

In exceptional circumstances an advance may be given to cover the cost of travel tickets and for hotel accommodation. Requests for exceptional advances must be made in writing to the Financial Director for approval.

3. Procedure

Employees may claim an advance against expenses for overseas business travel subject to the following conditions:

- (a) advances will be limited to a maximum daily allowance of £45 per day's travel per employee
- (b) advances will be limited to a minimum total amount of £100 and a maximum total amount of £1,000 for each overseas business trip
- (c) advances must be requested in the form of a memorandum signed by an authorised signatory from the relevant Faculty or Service detailing
 - name and position of the travelling employee
 - dates of travel and number of days for which an advance is claimed
 - total advance claimed
 - travel destination
 - cost centre
- (d) the advance request memorandum must be received by Financial Services no less than ten working days prior to the date of travel to guarantee availability of funds
- (e) advances will be paid directly into the employee bank account by BACS no earlier than seven days prior to the date of travel

(f) all advances will be made in pounds sterling

Employee advances must subsequently be cleared by submission of an Advance Reconciliation Form. The Advance Reconciliation Form and supporting information in the form of receipts, invoices, credit card statements, foreign exchange slips etc must be submitted to Financial Services no later than four weeks after the end date of the period of travel for which the advance was claimed. No further advances will be made whilst an advance is outstanding. The University reserves the right to recover any uncleared advances from any monies owed to the employee.

Items claimed via the Advance Reconciliation Form must be in accordance with the University's Employee Business Expense Claim Policy and Procedures.

4. Authorisation

For the purposes of employee advances authorised signatories are limited to Pro Vice Chancellors, Directors of Service departments and members of Executive. Authorisation may not be delegated without the prior written authority of the Financial Director.