



## Cash Advance Guidelines

### Cash Advance Requests

The University places a high importance on the safety of its faculty, staff and students while using cash. As a result, whenever feasible, the University requires the use of a purchasing card instead of cash. A cash advance is a request for an advance of funds in anticipation of future travel or business related events or expenses. Cash advances are restricted and only issued to Santa Clara University (SCU) employees. Each request is reviewed on a case by case basis in accordance to the Cash Advance Policy, and must be approved by University Finance Office.

### Cash Advance Policy

Santa Clara University staff or faculty requesting the cash advance must specify valid reasons for the advance of funds needed. Cash advances are to be requested and approved before travel or event 10 business days prior to need, no earlier than 30 days.

### Cash advances will only be allowed if any of the following circumstances apply:

- International travel
- Traveler will be paying for all business expenses for a group consisting of two or more individuals' per diem needs for team travel
- Cash for research subject payments on Grants and Projects

### Cash Advance Access Procedure

Requirements for cash advance requests include the following items:

- Complete a *Cash Advance Access Request Form* (contact [Concurhelp@scu.edu](mailto:Concurhelp@scu.edu) for the form)
  - Provide a valid reason for anticipated cash advance requests
  - Must have all signatures and approvals by the department manager and business manager (if applicable)
- The form must be scanned and emailed to [Concurhelp@scu.edu](mailto:Concurhelp@scu.edu) for review
- If the cash advance is approved, Accounts Payable will set-up access to the Cash Advance options in your Concur account and notify the requestor
- If your approver approves your request, then it is sent to a Cash Advance administrator.
- If the Cash Advance administrator approves your request, the funds are given to you.