

Returning Any/All Unused Cash Advance Amounts

If a claimant received a Cash Advance for Travel or Other Expense or a Research Related Subject Payment Advance (both referred to as Advance for the rest of the document) and all of the funds received were not utilized, the claimant must return the unused cash advance amount to Financial Services.

The following procedures should be followed:

1. The claimant fills out the online receipt form, **ERS - Cash Advance Return Receipt** (example below). This can be found on the Financial Services website under Forms.
2. Claimant attaches the repayment amount and sends it into Financial Services. SEE BELOW for methods of repayments and instructions.
3. When received at Financial Services we will complete the bottom portion of the Receipt and send you a copy. If you are sending using internal mail please ensure your e-mail address is noted.

NOTE: if repaying the amount owing with cash, it MUST be submitted in person to Financial Services. Under no circumstances should cash be sent via inter-office mail.

Repayment Methods:

Repayment being made by **cheque/money order** and sent by inter-office mail to Financial Services:

- The cheque/money order must be made payable to Queen's University or Queen's University at Kingston. All other cheque/money orders will be rejected.
- The receipt that is attached to the cheque/money order will be signed, scanned, and emailed to the claimant. To ensure that you receive your scanned receipt copy please include your e-mail address on the ERS – Cash Advance Return Receipt.
- The claimant will then attach the emailed receipt to the expense line item, **Cash Advance Return**, (as proof of repayment) in the expense report created in the ERS.

Repayment being made by **cash/cheque/money order** and submitted in person to Financial Services:

- The cheque/money order must be made payable to Queen's University or Queen's University at Kingston. All other cheque/money orders will be rejected.
- If you do not have a copy of the ERS – Cash Advance Return Receipt there are some located at the front desk.
- The individual will complete the top half of the receipt and Financial Services will complete the bottom.
- Financial Services will scan the receipt and print or email a copy to the individual. Because you are here in person it is your choice.

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ERS – Unused Cash Advance Repayment Receipt Example:

<u>UNUSED CASH ADVANCE REPAYMENT RECEIPT</u>	
<u>Received from:</u>	
Name: _____	Employee ID: _____
Cash Advance Name (or Key): _____	
Amount: \$ _____	Paid by: <input type="checkbox"/> Cash (Do NOT send cash by inter-office mail)
	<input type="checkbox"/> Cheque # _____
	<input type="checkbox"/> Money Order
Signature: _____	Date: _____
<i>This section for Financial Services use only</i>	
<u>Received by:</u> Financial Services	
Name: _____	
Position: _____	
Signature: _____	Date: _____

Email _____

If sending by mail, please include your email so we can send you a copy to attach to your claim.

NOTE: Please scan and attach to your expense report after it has been signed by Financial Services.

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To enter a claim for a trip/expense for which a cash advance was issued you will first need to create and complete a claim so you will know the exact amount, to the penny, that will need to be returned.

Section One applies Cash Advance for Travel and Other Expenses and Research Related Subject Payment Cash Advance.

Section Two refers to Cash Advance for Travel and Other Expenses – obtained using the Request Tab.

Section Three refers to Research Related Subject Payment – obtained using the Expense Tab

Section Four details how to add a Cash Advance for Travel and Other Expenses and a Research related Subject payment Advance while working in a claim.

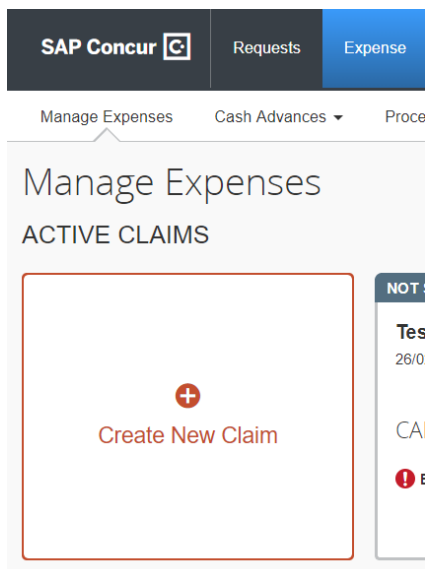
Section Five details how to attach an ERS – Unused Cash Advance Repayment Receipt and submit the claim.

Section One: Creating an Expense Report

1. From your ERS home page, go to the **Expense Tab**.



2. Click on **Create New Report**





3. The required fields are marked with a **RED** bar and must be filled out before you can proceed to the next step.

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Create a New Expense Claim

Claim Header

Report Name 	Policy Queen's Policy	Report Date 08/04/2019	Business Purpose	Fund	Department	Project 
Program	Class	For Research Related Travel/Expense Only - Traveler Affiliation	Comment	Report Key		

Section One: To Apply a Cash Advance for Travel and Other Expense:

1. In the center of that page there is a box labeled "Requests". If you received a Cash Advance for Travel or other Expenses using the Request Module click add.

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input type="button" value="Add"/> <input type="button" value="Remove"/>					

2. A new window with a list of outstanding cash advance requests (for Travel and Other Expenses) will open.
3. Select the box beside the request you would like to apply to this claim and click "Add" in the bottom left of box

Available Requests ✕

<input checked="" type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Approv...	Amount Remain...
<input checked="" type="checkbox"/>	For documentatio...	3NX4	No	CAD 0.00	CAD 0.00	CAD 0.00

4. You will be taken back to the first page, but the Cash Advance for Travel and Other Expenses will not be listed.
5. Click Next, in the bottom left of screen
6. You will be taken to the main Expense screen where you can enter in all of your expenses. Along the bottom there are three numbers: Outstanding Advance, Total Amount and Total Requested. If there is any amount left in the "Outstanding Advance" column this amount must be returned.

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OUTSTANDING ADVANCE CAD 480.00 	TOTAL AMOUNT CAD 0.00	TOTAL REQUESTED CAD 0.00
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Section Two: To Apply a Research Related Subject Advance:

1. Once you have completed the Claim Header and selected the "Next Button" a new window will open listing the Research Related Subject Advances that you have outstanding.
2. Select the Research Related Subject Advance that you wish to apply to this claim and select the "Assign Cash Advance to Claim" button.

Cash Advances ×

Cash Advance ...	Date Issued	Foreign Amount	Exchange Rate	Amount	Balance
<input checked="" type="checkbox"/> Participant Adva...	14/03/2019	CAD 480.00	1.00000000	CAD 480.00	CAD 480.00

[Assign Cash Advance to Claim](#)

[Next >>](#)

3. You will be taken to the Expense screen where you can add in all your expenses. Along the bottom there are three numbers: Outstanding Advance, Total Amount and Total Requested. If there is any amount left in the "Outstanding Advance" column this amount must be returned.

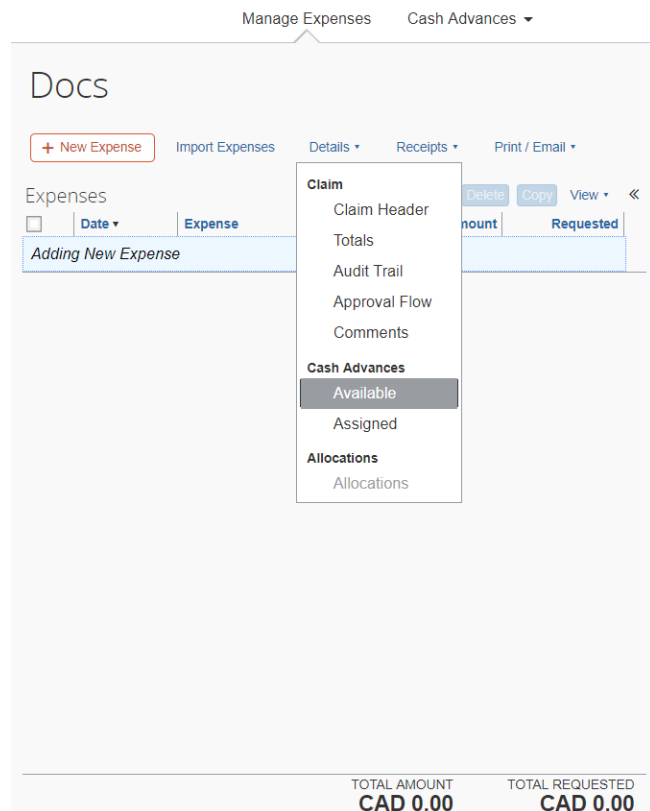
OUTSTANDING ADVANCE CAD 480.00 	TOTAL AMOUNT CAD 0.00	TOTAL REQUESTED CAD 0.00
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Section Three: Applying a Cash Advance for Travel and Other Expense and/or Research Related Subject Payment

If you have already created your claim and have added in several expense lines, you can apply your advance.

- 1) From the main Expense Screen, go to the Details dropdown menu (in-line with the New Expense button).
- 2) In the dropdown menu you will see Cash Advances>Available. Select this option.



The screenshot shows the 'Docs' interface with a dropdown menu open for 'Cash Advances'. The menu options are: Claim (Claim Header, Totals, Audit Trail, Approval Flow, Comments), Cash Advances (Available, Assigned), and Allocations (Allocations). The 'Available' option is highlighted. At the bottom of the interface, there are two summary boxes: 'TOTAL AMOUNT CAD 0.00' and 'TOTAL REQUESTED CAD 0.00'.

- 3) When you select this, a list of your available/outstanding advances will show.
- 4) Select the advance you wish to add, and select the "Assign Cash Advance to Claim" button.
- 5) The Outstanding Advance Column will now show along the bottom, the same way as if you had assigned it when you first created the claim. If there is any amount left in the "Outstanding Advance" column this amount must be returned.



The summary bar displays the following information:

OUTSTANDING ADVANCE CAD 480.00 ⓘ	TOTAL AMOUNT CAD 0.00	TOTAL REQUESTED CAD 0.00
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Section Four: Attaching Your ERS – Unused Cash Advance Repayment Receipt.

After adding all expenses, if you have an outstanding balance from the advance to be repaid, click on 'Add Expense' and choose the Expense Type "**Cash Advance Return**" Under 13. Cash Advance.

NOTE: if you did not apply an advance to the claim in the report header, this expense type will not be shown/available.

a. Breakfast (\$21.00) per diem	Technical/Lab Supplies
b. Lunch (\$21.00) per diem	Work Clothing or Footwear
c. Dinner (\$58.00) per diem	11. Cash Advance - Research related
d. Full Day (\$100.00) per diem	Subject Payment
e. Breakfast/Lunch (\$42.00) per diem	12. Professional Expense Reimbursement
f. Breakfast/Dinner (\$79.00) per diem	PER- Other Expenses
g. Lunch/Dinner (\$79.00) per diem	PER- Printed Books
09. Communications	13. Cash Advance
Business Calls	Cash Advance Return
Internet	

Attach the completed **ERS – Unused Cash Advance Repayment Receipt**, with signature from Financial Services as proof of payment, to the expense line item as a receipt image. If the attached receipt has not been signed by Financial Services the claim will be returned.

The expense report may now be submitted to the Approver. Select the orange Submit Claim button in the top right corner and search for your Approver's name, using their last name.