Returning Unused Cash Advance Amounts

If a claimant received a cash advance for travel and the trip was cancelled, the total amount of expenses were less than the amount of the cash advance, or the subject payment advance was not fully 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, **Cash Advance Repayment Receipt**
2. Claimant attaches the cheque or money order (payable to Queen’s University) to the receipt form
3. The cheque is provided to Financial Services (either by inter-office mail or in person)

**NOTE:** if repaying the amount owing with cash, the claimant (or delegate) must submit the cash **in person** to Financial Services. Under no circumstances should cash be sent via inter-office mail.

Payment Receipts:

- **Payment by cheque/money order sent by inter-office mail to Financial Services** – the receipt that is attached to the cheque/money order will be signed, scanned, and emailed to the claimant if they fill in the email portion of the 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.

- **Payment by cash/cheque/money order submitted in person to Financial Services** – the receipt for the cash/cheque/money order will be signed and a copy given to the Claimant by Financial Services. The claimant will then attach a copy of this signed receipt (via scan or photo) to the expense line item, **Cash Advance Return**, (as proof of repayment) in the expense report created in the ERS.
Returning Unused Cash Advance Amounts

Receipt Example:

**UNUSED CASH ADVANCE REPAYMENT RECEIPT**

Received from:

Name: ___________________________ Employee ID: ___________
Cash Advance Name (or Key): _________________________________
Amount: $_________ Paid by: ☐ Cash (Do NOT send cash by inter-office mail)
☐ Cheque #________
☐ Money Order

Signature:________________________ Date: __________________

____________________________________________________________________

**Received by:** 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.
Returning Unused Cash Advance Amounts

To enter a claim for a trip/expense for which a cash advance was issued:

Creating an Expense Report

- In the ERS go to Expense, and click on Create New Report

- Fill in the required fields (red line beside the field) for the Report Header

- In the center of that page there is a box labeled “Requests”, if you received your advance through the Request Module click add. A list of outstanding requests will show, click the box beside the request you would like to apply and click Add in the bottom left of box
- Click Next, in the bottom left of screen
- If you have an outstanding cash advance that is not through the Request module, a pop-up window will appear so you can choose the box beside the related cash advance and “Assign Cash Advance to Report”

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. (Please Note: if you did not apply an advance to the claim in the report header, this expense type will not be shown/available).
Returning Unused Cash Advance Amounts

Attach the completed **Cash Advance Repayment Receipt** (with signature from Financial Services as proof of payment) to the expense line item as a receipt image.

The expense report may now be submitted to the Approver.