
MIAMI UNIVERSITY
CASH ADVANCE AGREEMENT – HUMAN RESEARCH

In compliance with INTERNAL REVENUE CODE SECTION 62(c), regulations regarding cash advances procedures are:

- Cash advances must be requested at least **7** days prior to the date needed
- Cash advances cannot be drawn more than **14** days before expenses will be incurred
- You are responsible for documenting your Human Research expenses by entering and attaching the receipts in the Travel Module (Chrome River) or in the case of Workshops, submitting your ORIGINAL receipts, Currency Conversion receipts, and Workshop Log to Global Initiatives.
- **30 Days after research end date** – Travel Expense Report/Receipts Due & Unspent Funds must be returned
- **60 Days after research end date** – Formal Periodic Statement issued if receipts/unspent funds are not received. Notice to the employee that any non-documented amount or unreturned amount will be submitted to Payroll for inclusion as additional income
- Original receipts are required for every dollar spent and must be kept in your department
- Any remaining funds can be:
 - Returned to the Accounts Payable Office (107 Roudebush Hall) in the form of a check payable to Miami University
 - Any cash can be deposited at PNC (Shriver Center location) along with the Treasury Services online form
 - Return the credit card with the outstanding balance to Accounts Payable

This form will be kept in the Accounts Payable Office. I agree with these terms as long as I am employed at Miami University:

Signed: _____ Date _____
(Person Receiving Funds)