Cash Advance Form

Funds from this claim will be deposited into your payroll bank account. The **Advance Substantiation Agreement** must accompany this request (see reverse).

<table>
<thead>
<tr>
<th>Date:</th>
<th>Payroll ID*:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Name:</td>
<td>Position:</td>
</tr>
<tr>
<td>School/Section:</td>
<td>Campus:</td>
</tr>
<tr>
<td>Email:</td>
<td>Phone:</td>
</tr>
<tr>
<td><strong>Account:</strong></td>
<td><strong>Dept/Project:</strong></td>
</tr>
<tr>
<td>Details of Cash Advance:</td>
<td>Amount:</td>
</tr>
</tbody>
</table>

**Staff Member Declaration:**

*I certify that the expenditure will be incurred on behalf of Federation University Australia.*

Signature of Staff Member: Date:

**Claim approved by Dean/Director:**

Name: Signature:

**FINANCE USE ONLY**

<table>
<thead>
<tr>
<th>Certified for payment:</th>
<th>Payment processed:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account Code</strong></td>
<td><strong>Department / Project Code</strong></td>
</tr>
</tbody>
</table>

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**Warning – Uncontrolled when printed! The current version of this document is kept on the UB website.**

Authorised by: Associate Director, Financial Services and Student Finance  
Document Owner: Manager, Financial Services  
CRICOS Provider Number – 00103D
I, ................................................................., agree that this advance for $.......................
will be paid electronically into my payroll bank account, and is paid to me on the understanding that:

1. The funds are to be expended only on official University purposes for:

.........................................................................................................................
.........................................................................................................................

2. I will be responsible for the $.................... and will ensure adequate security of the cash.

3. I will ensure that receipts are obtained for all expenditure.

4. I will provide a statement of substantiation for all expenditure with all receipts (originals) 
attached, by ……./……./……. to Finance, Mt Helen Campus.

5. Any funds remaining will be returned to Finance.

Signature of Staff Member: .................................................................  Date: ……./……./…….