SPONSORED CASH EXPENSE ADVANCES

THE REVEAL OF THE NEW NAME & IMPROVED...EVERYTHING!
SO WHAT HAPPENED TO CASH ADVANCES?

• WHAT'S IN A NAME
  • SPONSORED CASH ADVANCES VS. PETTY CASH: SIMILAR NAMES, TOTALLY DIFFERENT

• EXPENSE ADVANCES
  • CLARIFIES USE INTENTION
  • FURTHER DISTINGUISHES FROM PETTY CASH
    • I.E. NO ROLLING FUNDS
POLICY LANDSCAPE: LOOKING BETTER THAN EVER

- RSP 503-02
  - THE OLD
    - PETTY CASH, OUT OF POCKET EXPENSES, TRAVEL ADVANCES?
    - WHO'S ON FIRST
  - THE NEW
    - CLARITY & CONSISTENCY
    - WI INTEGRATION

Establishing a Sponsored Project Expense Advance

Expense advances for a sponsored project may be utilized for approved project purposes.

Requests for Expense Advance Changes

For detailed instructions regarding how to request changes to an existing sponsored project expense advance, see the Research Administration Web site.
INSTRUCTION LANDSCAPE: NOW IT MAKES SENSE

- WI-EP-60
  - THE PARTY OF THE SECOND PART NOW KNOWS WHAT THE PARTY OF THE FIRST PART IS DOING

- WI-EP-70
  - NAME CHANGES...AND THAT'S PRETTY MUCH IT

1. Establishing a Sponsored Project Expense Advance

A department can request an expense advance on a sponsored project or IIA account when determined to be necessary for the successful operation of project activities. The process is as follows:

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Action</th>
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<tbody>
<tr>
<td>Principal Investigator</td>
<td>1. Select an expense advance custodian. The custodian must be an ASU employee.</td>
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</tbody>
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AMT GCO WORK INSTRUCTIONS

Review and Approval of Expense Advance Forms

1. Review original, signed Expense Advance Form (EA Form), confirming the following items:
   1.1 Purpose of the expense advance is appropriate for Sponsored Agency/Org,
FORMS LANDSCAPE: ONE STOP SHOP

• SPONSORED PROJECT EXPENSE ADVANCE FORMS & GUIDANCE PACKET
  • IT'S AWESOME! 'NUFF SAID.

Gift Cards for Subject Payments Questionnaire
  • This form is required to supplement the Sponsor;
  • will be used to purchase gift cards for subject p

Payments to Individuals Abroad Form
  • This form is required when the custodian will
  • abroad (out-of-country).
  • Used to document payments to individuals.

Sponsored Project Expense Advance Remote Operations Purchases Log
  • This form is required in extenuating circumstances, when the custodian
  • remote locations, and acquiring hard written receipts is not possible.

Department Expense Advance Procedures
  • Used by departments to document internal practices of
  • sponsored project expense advances.

Managing Expense Advances While Traveling
Sponsored Project Expense Advance Guide for the Traveler
  • Used as a guidance document to determine the most
  • sponsored project expense advance while traveling d

Application for Sponsored Project Expense Advance Form
  • This form is required for requesting an expense advance on
  • Incentive Award (IAA) account.
I WANT ONE!

• GETTING STARTED
  • PI: CHOOSE CUSTODIAN
  • CUSTODIAN: COMPLETE “APPLICATION FOR SPONSORED PROJECT EXPENSE ADVANCE FORM”, OBTAIN SIGNATURES, SEND TO OKED (FINANCE OR AMT)
  • OKED: REVIEWS, APPROVES, SENDS TO SBS, ENCUMBERS
  • SBS: REVIEWS, AUTHORIZES RELEASE OF ADVANCE
  • CASHIERING: PROVIDES ADVANCE TO CUSTODIAN
CHANGE IS THE ONLY CONSTANT

- MAKING CHANGES
  - ACCOUNT SIGNER: SUBMIT E-MAIL REQUEST TO OKED & CC CUSTODIAN
  - OKED: REVIEWS AND PROVIDES E-MAIL APPROVAL
  - OKED/DEPT: FORWARD REQUEST AND APPROVAL TO SBS
  - SBS: UPDATES ADVANCE
ALL GOOD THINGS MUST COME TO AN END

• CLOSING OUT AN ADVANCE
  • CUSTODIAN/DEPT: PREPARE PVQ TO POST EXPENDED ADVANCE TO ACCOUNT, PROVIDE LEFTOVER CASH TO CASHERING
  • SBS: REVIEWS AND SEND TO AP
  • AP: REVIEWS AND PROCESSES
  • SBS: SENDS CLOSEOUT INFO TO OKED
  • OKED: UNENCUMBERS
RECAP – ALL YOU NEED TO KNOW (WELL, ALMOST)

• REVISED EXPENSE ADVANCE POLICY: RSP 503-02
  • HTTP://WWW.ASU.EDU/AAD/MANUALS/RSP/RSP503-02.HTML

• UNIT WORK INSTRUCTIONS – WI-EP-60
  • HTTP://RESEARCHADMIN.ASU.EDU/PROCEDURES/WI-EP-60#EXPENSE ADVANCES

• OKED WORK INSTRUCTIONS – WI-EP-70
  • HTTP://RESEARCHADMIN.ASU.EDU/PROCEDURES/WI-EP-70#PROCESSING SPONSORED PROJECT EXPENSE ADVANCES

• SPONSORED EXPENSE ADVANCE FORMS – FORMS & TEMPLATES
  • HTTP://RESEARCHADMIN.ASU.EDU/DOCUMENTS
ACCEPT THE CHALLENGE

• BECOME AN EXPERT IN AN AFTERNOON
  • REVIEW THE NEW/REVISED MATERIAL

• SPREAD THE WORD
  • ENCOURAGE YOUR CUSTOMERS TO USE THE GREAT TOOLS!
QUESTION TIME

• QUESTIONS ANYONE?