

DeLand --PCARD – Advances for SDG2

Initially, the expense report is for one transaction, the advance. The required attached/scanned receipt will be the approved check request and/or email with the pertinent information i.e. When... why... purpose.

- The expense report is named: **username** and date submitting for approval. *username***mmddyy**

The day after the expense report has been approved. This will feed to BANNER and a check/ direct deposit will generate on the *next regular check date*. Checks run twice a week.

The accounting for ALL ADVANCES will be as follows:

FUND – ORG – 70623- PROGRAM 500.00 Debit

Within 10 days from returning from the trip, a new expense report is opened. The first line will be the same information for the advance EXCEPT; **CREDIT for the EXACT FOAP and AMOUNT, regardless of the amount over-spent or under-spent.**

FUND – ORG – 70623- program (500.00) CREDIT

The description will include “Clear Advance *username***mmddyy**”

The second and following lines will be to DEBIT the expenses to the appropriate lines:

FUND – ORG- 70604--PROGRAM. Travel

- If the employee spent more than the initial check advance; a BANNER -Accounts Payable reimbursement check will generate on the next regular check date after the expense report has been approved.
- If the employee has money due back to Stetson; return the cash/check with a cash transmittal form to Pat Moore in the Finance office with the following:

FUND – ORG – 70623- PROGRAM
ROA – (**Return On Advance**) *username***mmddyy**