Cash Advance

Requests for Research Subjects and Survey Participants

Requests

- COLA departments, please complete the Research and Participant Study Cash Advance Request Powerform.
- Requests should be submitted no less than 7 business days prior to the requested check pick-up date by which funds are needed (and no more than 30 calendar days prior to that date).
- A cash advance period may not extend beyond a six-month time frame. If the study is planned to last longer than six months, multiple cash advances for different time periods may be issued accordingly so that researchers will not experience a lapse in coverage.
- The default method for cash advance payments is check pick-up at MAI 132.
- The individual receiving/using the cash advance must have an active appointment during the period that the cash advance will be used.

Procedure

- The Individual Receipt Form and Multiple Participant Receipt Form should be accompanied by the Summary Reconciliation Sheet.
- If the total of receipts is less than the total funds requested, the University requires a check, made out to "The University of Texas at Austin", to pay back the unused portion of the cash advance funds.
- If the total of receipts presented exceeds the total funds requested, you will be reimbursed for any out-of-pocket expenses after the cash advance reconciliation has been completed and approved by the Office of Accounting.
- All receipts presented must be within the dates noted on the cash advance. Any expenses prior to, or after the dates noted on the cash advance may be disallowed.
- Submit all paperwork for the reconciliation to the GEB 3.300 as soon as possible, once the study is complete.

Internet Studies

- The de minimis payment threshold for payments to participants in internet studies is $25 and all payments for these participant fees must be made using gift certificates, except for university employees.
- If payment is for $25 or less, the following documentation is required:
  - Researcher-assigned identification number or printed name
  - Email address of the participant acknowledging receipt of funds
  - Date the funds were issued to the participant
  - Dollar amount of funds issued to the participant
  - Individual disbursing funds must print name and initial

Use of Procard

- The Procard may be used to purchase gift cards or gift certificates for research subjects and survey participants if preferred. Departments must follow the same procedure that is required when gift certificates are purchased by cash advance.

Request for Travel

Requests

- Departments, please complete an online Travel Authorization Request (TAR) per your normal unit procedure/routing, and then complete the Travel Cash Advance Powerform. Please attach a copy of the VE5 document as supporting documentation.
- Cash Advance Requests should be submitted to CoLA a minimum of 7 days prior to the requested pick-up date by which funds are needed.
- Please let CoLA know if you plan to purchase any equipment prior to, or during, travel.
- Please let CoLA know if you will be staying in non-commercial lodging while traveling, as an approved exception will be required.
- As supporting documentation please attach an itemized list for the travel and program expenses. If applicable please include types, locations, and amounts.
- The individual receiving/using the cash advance must have an active appointment during the period that the cash advance will be used.
- The default method for cash advance payments is check pick-up at MAI 132. If the traveler requires direct deposit, please included this information on the travel cash advance request form.

Procedure

- When the check is ready for pick-up at MAI 132, the cash advance recipient or person indicated on the survey form will be notified.
  - Please bring a photo ID with you when you pick up the check.
  - Checks will only be released to the person named on the cash advance.
  - For direct deposits, a promissory note will be sent to the named requestor for electronic signature.
- By signing for the cash advance, you are accepting responsibility for keeping all receipts, and repaying any unused portion of the cash advance.
- If you will be paying a consultant while traveling, you will need to obtain a receipt showing the amount paid, the consultant's name, the date, the purpose of payment, and the consultant's signature.
- If the total of receipts is less than the total funds requested, the University requires a check to pay back the unused portion of the cash advance funds.
- If the total of receipts presented exceeds the total funds requested, you will be reimbursed for any out-of-pocket expenses after the cash advance reconciliation has been completed and approved by the Office of Accounting.
- All receipts presented must be within the dates noted on the cash advance.
- Travelers will need to complete a word document or excel spreadsheet indicating the expense type for each receipt, including name of vendor, date, amount, etc.
- All receipts & documentation should be submitted to your department office within 14 days of the traveler's return date.
- CoLA will contact you if additional information is required for the reconciliation.
- (Please do not tape, highlight, or staple receipts. If receipts are in a language other than English, please provide thorough and accurate translations)