

Biola University Cash Advance Guidelines

Name: _____ Event: _____

Cash Advance Amount: _____ Event Date: _____

My Contact Information:

Address: _____

Office Extension, Home Tel# and Cellular Tel#: _____

E-mail Address(es): _____

Please read the following, sign and complete the form and return it to Maggie Choy, Accounting Department.

- ✓ I will keep track of and turn in ALL of the original receipts for the expenditures incurred with the cash advance amount. Each receipt or documentation turned in will meet the proof of payment and the proof of purchase requirements.
- ✓ I will complete a Biola University cash advance report with all the expenditures itemized under the appropriate categories and will obtain all the required approval signatures on my cash advance report. I will make sure that the person approving my expenditures is not also a participant/recipient of my expenditures.
- ✓ In the event that I spend less than the amount given to me from the cash advance, I will return the remaining cash in U.S. currency directly to the Accounting Department to an authorized staff.
- ✓ I understand that I cannot use the cash advance to purchase a gift card or store credit for future purchases or usage.
- ✓ I understand that I cannot use the cash advance for items that relate to service, labor, payroll, honorarium, advertising, or rentals (venue, lodging, or equipment).
- ✓ I understand that gift card or gift certificate of any amount is considered taxable income to the recipient. Therefore, it is my responsibility to collect the tax reporting information of the recipient(s) before such items are passed or sent out. I understand that rule applies regardless of the reason for the gift card (i.e. appreciation or door prize) and regardless of the amount of the gift card.
- ✓ In the event that an expenditure is for a group or for other individuals other than myself (i.e. gifts, meals, or group events), I will document the names of all the participants and/or recipients.
- ✓ In the event that an expenditure is related to driven mileage or gas reimbursement, I will provide a detailed report of the to and from locations, and an itemized mileage report for all the mileage claimed for reimbursement. I will provide the actual odometer readings or an on-line driving direction print out to substantiate the mileage calculated. I understand that I cannot use a gas receipt as my only documentation unless it is for a rental car from a car rental company. However, I am allowed to be reimbursed for a lesser amount than the actual mileage calculated amount. Mileage driven is to be calculated from La Mirada, California unless the actual distance is shorter.
- ✓ If I take the cash advance overseas, I will keep a detailed log of the currency exchange rate and to convert each expenditure amount into U.S. equivalent amount. I will also make sure to convert any remaining cash into U.S. currency and to keep a log of any currency exchange gain/loss.
- ✓ Biola only reimburse gratuity (including room service) up to a maximum of 15%. I am personally responsible for gratuity above 15%.
- ✓ Biola does not reimburse on expenditures that does not have a clear Biola business nature (i.e. tour, movie), even when the expense is incurred as a group activity.
- ✓ I understand that as the person checking out the cash advance, I am responsible for turning in all the required and necessary receipts and paperwork to account for the money spent. I understand that if I do not fulfill the requirement by the deadline, the cash advance amount will be reported as taxable income to me.

By signing below, I acknowledge that I have been informed, understand, and accept all the requirements that qualify me to check out the cash advance. If I am unsure of anything, I will double check with the Accounting Department.

Date

Signature