



UNIVERSITY OF
SOUTH CAROLINA

**Controller's Office – General Accounting
Cash and Travel Advances**

March 8, 2018

Discussion Topics

- Supplier Setup
- Cash Advance Request
- Cash Advance Settlement
- Team Travel Advances
- Grant Cash Advances
- Travel Advance Request
- Travel Advance Settlement
- Additional Resources for Help



Supplier Setup Required

- Each recipient of a cash advance must be setup as a supplier in the Supplier File in advance of the payment.
- Use the navigation below to search the Supplier File.

*Main Menu > Suppliers>Supplier
Information>Add/Update> Review Supplier*

- Use the “Find an Existing Value” tab to search for the supplier name.



Supplier Not Found

- If your supplier is not found, it must be added by completing one of the following forms found on the Controller's website.
 - IRS W-9 (Domestic)
 - IRS W-8 BEN (International Individual)
 - IRS W-8 BEN – E (International Entity)
- Entities using Federal Identification Numbers (FEIN) may be emailed to APSupplr@mailbox.sc.edu
- Those using Social Security Number (SSN) must be sent via fax to 803-777-9586.



Timeframe for Supplier Setup

- Suppliers are setup as received
 - Usually within 2 business days once appropriate documentation is received.
 - Use the “Find an Existing Value” tab to search for the Supplier in PeopleSoft to check if the supplier setup is complete.
 - The navigation is:

Main Menu > Suppliers > Supplier Information > Add/ Update > Review Suppliers

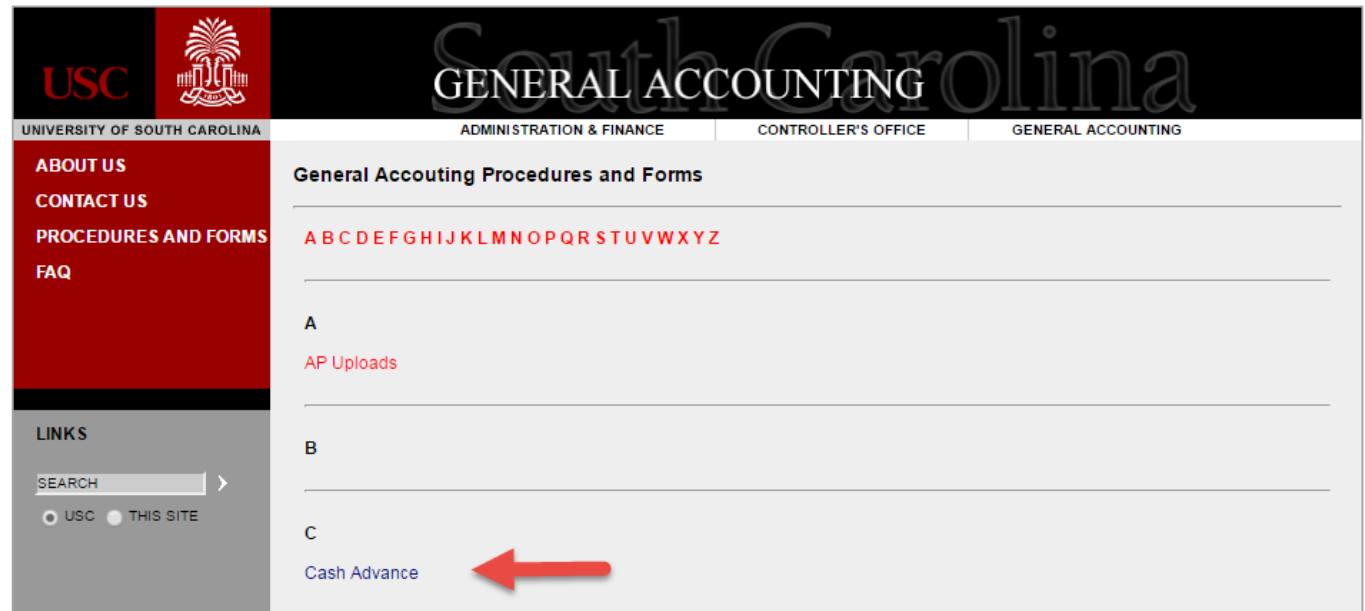


Steps to Request a Cash Advance

- Each individual requesting a cash advance must be submitted separately at least 7 – 10 days in advance.
- Complete the *Request for Cash Advance* form.
 - All information and justification to support the Cash Advance payment must be included on this form.
 - The form and supporting documentation should be scanned in order to get attached to the Payment Request.



Location of Cash Advance Request and Settlement Forms



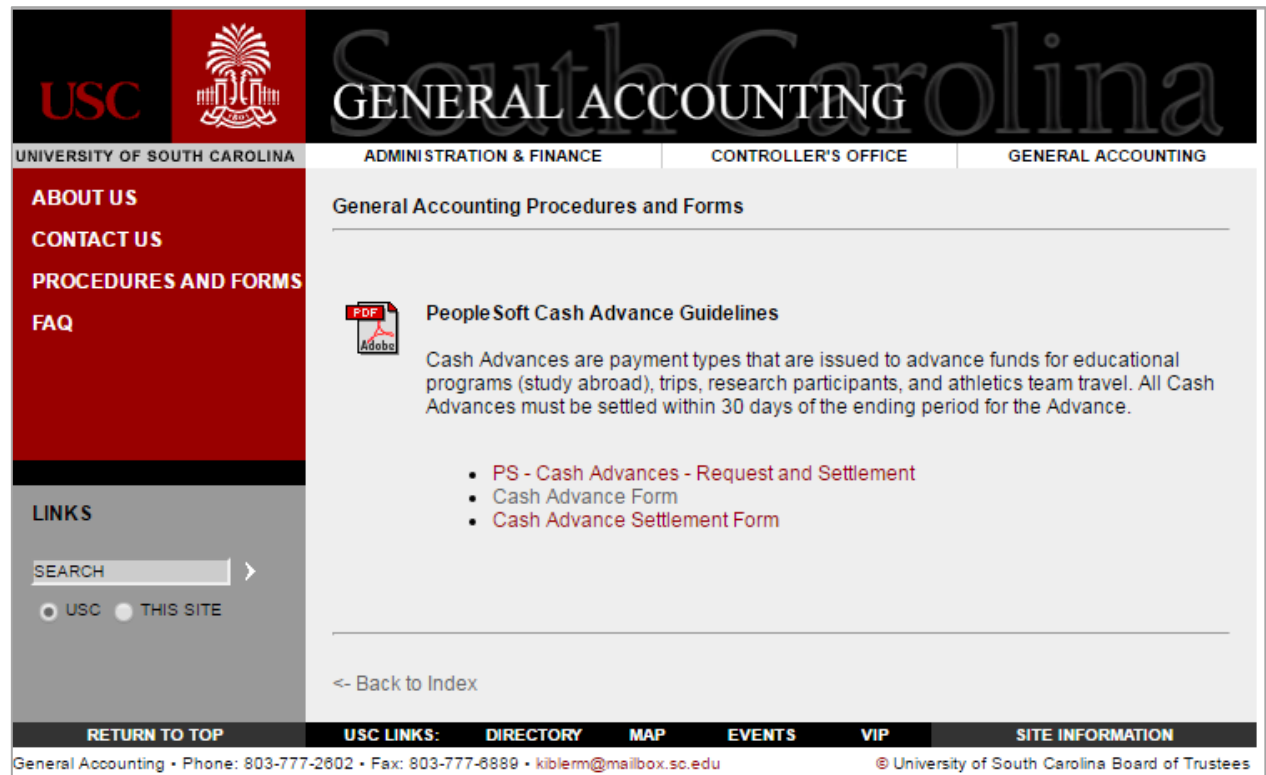
The screenshot shows the website interface for the University of South Carolina's General Accounting department. The header includes the USC logo and the text 'GENERAL ACCOUNTING' with 'South Carolina' in a large, faint font. Below the header, there are navigation tabs for 'ADMINISTRATION & FINANCE', 'CONTROLLER'S OFFICE', and 'GENERAL ACCOUNTING'. The main content area is titled 'General Accounting Procedures and Forms' and features an alphabetical index from A to Z. Under the letter 'C', the link 'Cash Advance' is visible, and a red arrow points to it. The left sidebar contains navigation links such as 'ABOUT US', 'CONTACT US', 'PROCEDURES AND FORMS', and 'FAQ', along with a search bar and radio buttons for 'USC' and 'THIS SITE'.

The website link is


<http://web.admin.sc.edu/ap/forms.php>



Location of Cash Advance Request and Settlement Forms Cont'd



The screenshot displays the 'GENERAL ACCOUNTING' page on the University of South Carolina website. The page features a navigation menu on the left with options like 'ABOUT US', 'CONTACT US', 'PROCEDURES AND FORMS', and 'FAQ'. The main content area is titled 'General Accounting Procedures and Forms' and includes a section for 'PeopleSoft Cash Advance Guidelines'. This section contains a PDF icon, a brief description of cash advances, and a list of links: 'PS - Cash Advances - Request and Settlement', 'Cash Advance Form', and 'Cash Advance Settlement Form'. The footer of the page provides contact information and copyright details.

USC  **GENERAL ACCOUNTING**

UNIVERSITY OF SOUTH CAROLINA ADMINISTRATION & FINANCE CONTROLLER'S OFFICE GENERAL ACCOUNTING


ABOUT US
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LINKS

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General Accounting Procedures and Forms

 **PeopleSoft Cash Advance Guidelines**

Cash Advances are payment types that are issued to advance funds for educational programs (study abroad), trips, research participants, and athletics team travel. All Cash Advances must be settled within 30 days of the ending period for the Advance.

- [PS - Cash Advances - Request and Settlement](#)
- [Cash Advance Form](#)
- [Cash Advance Settlement Form](#)

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RETURN TO TOP **USC LINKS:** **DIRECTORY** **MAP** **EVENTS** **VIP** **SITE INFORMATION**

General Accounting • Phone: 803-777-2802 • Fax: 803-777-8889 • kiblem@mailbox.sc.edu © University of South Carolina Board of Trustees



The website link is

<http://web.admin.sc.edu/ap/forms.php>

Sample Request for Cash Advance Form



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Request for Cash Advance

Cash Advance | C & G Cash Advance | Gift Card | Team Travel Advance

Custodian:

- Name	
- Department Name	Complete Mailing Address
- Phone	Email

I hereby request a cash advance fund in the amount of

The fund will be used during the period of

through

- Specific Purpose of Cash Advance (Rationale and Explanation of Disbursement)

I agree to abide by University, Federal, and/or other sponsor regulations regarding expenditures of cash advance funds. As custodian of this cash advance, I agree to keep all cash/cards under lock and key. I understand that I am responsible for reimbursement to the University of South Carolina any unaccounted funds. If for any reason I fail to provide proper documentation of expenditures or return the cash balance when it is due, I authorize the Payroll Department to deduct the outstanding balance from my next payroll check/deposit(s). I also agree to submit original receipts and W-9s for all participants for all cash used. I will deposit in cash any unused funds against said cash advance at the Bursar's Office and provide General Accounting with the original cash receipt of deposit.

Signature of Custodian

Date

Accounting:

USC Chartfields:

Operating Unit	Department	Fund Code	Account*	Class Field
PC Business Unit	Project	Activity		

*Account Code:

10203 – C&G Cash Advance
10204 – Cash Advance
10205 – Team Travel Advance

Dean or Department Chair Approval**:

- Name	
- Phone	Email

Signature of Dean or Department Chair

Date

General Accounting Approval**:



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Steps to Request a Cash Advance Cont'd

- Submit a Payment Request in PeopleSoft.
 - Main Menu > Employee Self Service > Payment Request Center
 - Use Account code **10204** for cash advances and gift cards.
 - Be sure to include any special instructions, such as Hold for Pick Up in the Comments section of the Payment Request.
 - Attach the completed Request for *Cash Advance form* to the Payment Request.
- Once the Payment Request is approved the payment will be created by Accounts Payable.



Steps to Complete a Cash Advance Settlement

- All cash advances must be settled within 30 days of the ending period for which the advance was issued.
- The custodian of the funds must complete a *Cash Advance Settlement* form and supply the required documentation.
- When completing the form ensure that you:
 - Use correct account code **10204** for cash and gift cards.
 - Attach all receipts.
 - Provide a list of participants in the program (if applicable).
 - Provide a list of all gift card recipients. (If over \$50, you must also provide a W-9 for each gift card recipient.)



Sample Cash Advance Settlement Form

University of South Carolina Submit this Settlement Form and all documentation to cashadv@sc.edu.
Cash Advance Settlement Form

Date:

Cash Advance Custodian:

Date of Original Advance: Voucher # of Original Advance:

Original Chartfields:

Operating Unit	Department	Fund	Class Field	Account Code	PC Business Unit	Project	Activity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Settlement Details

Amount of Original Cash Advance

PART I: Summary of Receipts
Please attach all itemized receipts associated with this cash advance (receipts must show proof of payment). Summarize the receipts below and include the chartfields to which the receipts are to be charged. If only one chartfield then you may enter once.

Vendor	Amount	Operating Unit	Department	Fund	Class Field	Account Code	Business Unit	Project	Activity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Receipts		<input type="text" value="0.00"/>							

PART II: Summary of Deposits
Please list all deposits that were made of residual funds and attach a copy of the deposit receipt to this Settlement Form.

Vendor	Amount
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Total Deposit Receipts	<input type="text" value="0.00"/>

PART III: Additional Payment Due

PART VI: Participate List, Gift Card Recipients (As needed)
Please provide a list of all participants, gift card recipients, team travel participants.

Part V: Certification
I certify that all funds were used for official business for the University of South Carolina.

Signature

Date



Steps to Complete Cash Advance Settlement Cont'd

- Ensure remaining funds are deposited with the Bursar's Office using the Deposit procedures in PeopleSoft and Account Code **10204**.
- Be sure to include the Deposit Transmittal form.
- Email all the items mentioned to: cashadvc@mailbox.sc.edu



Team Travel Advances

- The steps for requesting Team Travel Advance are the same as the regular cash advance, the only difference is the Account Code on the Request form, Payment Request and Settlement form.
- Use Account code **10205**.
- The Settlement process for this type of advance is also the same.



Grant Cash Advances

- The steps to request a cash advance from a grant are the same as a regular cash advance. The only difference is the Account Code on the Request form, Payment Request and Settlement form.
- Use Account code **10203** instead.
- The Settlement process for this type of cash advance is also the same.



Steps to Request a Travel Advance

- Prior to submitting a Payment Request for a Travel Advance, the TA must be on file in the Travel Office.
- Travel Advances are issued primarily for student travel; employee travel advances may be granted in certain circumstances with Controller's Office approval.
- Each Travel Advance Payment Request must be submitted separately at least 7 – 10 days in advance.



Location of Travel Advance Request and Settlement Forms

S Stipends SS-4 Application for Employer Identification Software Renewals/Purchases for International Vendors
T Travel Advance Travel Reimbursement Voucher - TRV
U USC - Accounts Payable and Purchasing Credit References USC - IRS W-9 Request for Taxpayer Identification and Certification

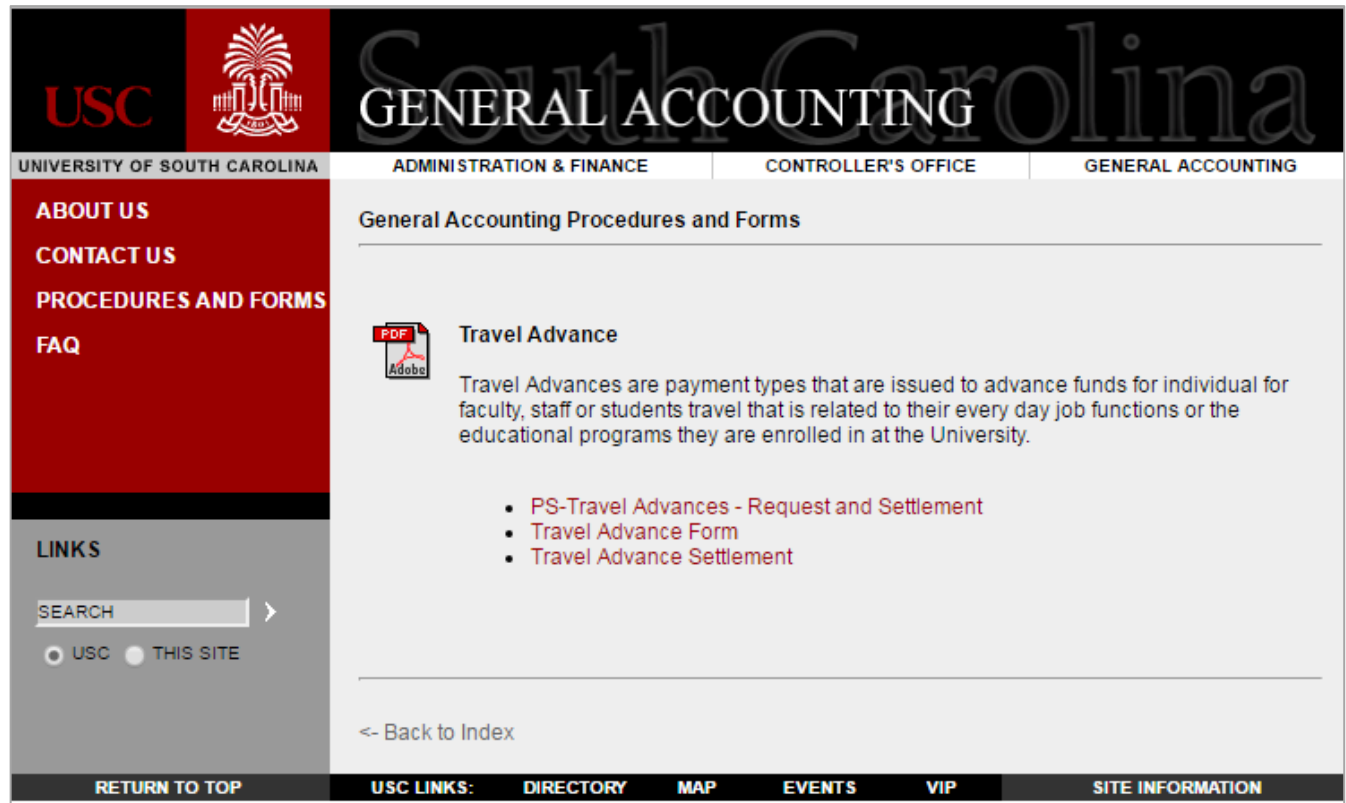


The website link is

<http://web.admin.sc.edu/ap/forms.php>



Location of Travel Advance Request and Settlement Forms Cont'd



The screenshot displays the 'GENERAL ACCOUNTING' section of the University of South Carolina website. The header includes the USC logo and the text 'GENERAL ACCOUNTING'. Below the header, there are navigation tabs for 'UNIVERSITY OF SOUTH CAROLINA', 'ADMINISTRATION & FINANCE', 'CONTROLLER'S OFFICE', and 'GENERAL ACCOUNTING'. The main content area is titled 'General Accounting Procedures and Forms' and features a 'Travel Advance' section with a PDF icon. The text describes travel advances as payment types issued to advance funds for individual faculty, staff, or students. A list of links is provided: 'PS-Travel Advances - Request and Settlement', 'Travel Advance Form', and 'Travel Advance Settlement'. A search bar and navigation links are visible in the footer.

USC

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General Accounting Procedures and Forms

 **Travel Advance**

Travel Advances are payment types that are issued to advance funds for individual for faculty, staff or students travel that is related to their every day job functions or the educational programs they are enrolled in at the University.

- [PS-Travel Advances - Request and Settlement](#)
- [Travel Advance Form](#)
- [Travel Advance Settlement](#)


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The website link is

<http://web.admin.sc.edu/ap/forms.php>

Sample Request for Travel Advance Form



UNIVERSITY OF SOUTH CAROLINA

Request for Travel Advance – Individual (Faculty, Staff or Student)

Custodian:

<input type="checkbox"/> Faculty/Staff	<input type="checkbox"/> Student
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

I hereby request a travel advance fund in the amount of

Travel Authorization (TA) #: Date:

*** Specific Purpose of Travel Advance (Rationale and Explanation of Disbursement)**

* For Faculty, Staff and Student, advances may not be more than 70% of the month and lodging lines on your TA. If multiple students are traveling, then the TA custodian for the advance should be a USC faculty/staff.

I agree to abide by University, Federal, and/or other sponsor regulations regarding expenditures of travel advance funds. As custodian of this travel advance, I agree to keep all cash under lock and key; I understand that I am responsible for reimbursement to the University of South Carolina any unaccounted funds. If for any reason I fail to provide proper documentation of expenditures or return the cash balance when it is due for faculty/staff, I authorize the Payroll Department to deduct the outstanding balance from my next payroll check/deposit(s). For students, I acknowledge that the Bursar's Office will place the amount owed on my student account with the University. I also agree to submit original receipts for all cash used. I will deposit in cash any unused funds against said travel advance to the Bursar's Office and provide General Accounting with the original cash receipt of deposit as a part of the settlement. * Settlement for a travel advance is the submission of a travel reimbursement within seven (7) business days of return.

Signature of Custodian Date

Accounting:

USC Chartfields:

Operating Unit	Department	Fund Code	Account
_____	_____	10206	_____
For Grants or Projects:			
PC Business Unit	Project	Activity	
_____	_____	_____	

Dean or Department Chair Approval:

<input type="text"/>	
<input type="text"/>	<input type="text"/>

Signature of Dean or Department Chair Date

General Accounting Approval:

Signature of General Accounting Date

UNIVERSITY OF SOUTH CAROLINA • COLUMBIA'S DRIVE • COLUMBIA, SOUTH CAROLINA 29208 • (803) 792-6600 • FAX (803) 792-6686



Completing the Travel Advance Form

- Complete the *Request for Travel Advance* form (separate from regular cash advance form).
 - All information and justification to support the Travel Advance payment must be included on this form.
 - When submitting a TA for multiple students, you must designate a custodian for the cash advance.
 - The form and supporting documentation should be scanned in order to get attached to the Payment Request.



Steps to Request a Travel Advance Cont'd

- Submit a Payment Request in PeopleSoft.
 - Main Menu > Employee Self Service > Payment Request Center
 - Use Account code **10206**.
 - Be sure to include any special instructions, such as **Hold for Pick Up** or **Time Sensitive** in the Comments section of the Payment Request.
 - Attach the completed *Request for Travel Advance form and a copy of the TA* to the Payment Request.
- Once the Payment Request is approved the payment will be created by Accounts Payable.



Steps to Complete Travel Advance Settlement

- All travel advances must be settled within 7 days of the trip completion for which the advance was issued.
- The custodian of the funds must complete a *Cash Advance Settlement* form and supply the required documentation.
- When completing the form ensure that you:
 - Use correct account code **10206**.
 - Attach all receipts and settlement form to the Travel Reimbursement Voucher.



Steps to Complete Travel Advance Settlement Cont'd

- Ensure remaining funds are deposited with the Bursar's Office using the Deposit procedures in PeopleSoft and Account Code **10206**. (Be sure to include the Deposit Transmittal form.)
- Mail all the items mentioned to the **Controller's Office, Attn: Travel Dept.**



Sample Travel Advance Settlement Form

University of South Carolina Travel Advance Settlement Form				Submit this Settlement Form and all documentation to: USC Controller's Office Travel Department 1600 Hampton Street, Suite 613 Columbia, South Carolina 29208					
Date:	<input style="width: 100%;" type="text"/>								
Cash Advance Custodian:	<input style="width: 100%;" type="text"/>								
Date of Original Advance:	<input style="width: 50%;" type="text"/>	Voucher # of Original Advance:		<input style="width: 100%;" type="text"/>					
Original Chartfields:	Operating Unit	Department	Fund	Class Field	Account Code	PC Business Unit	Project	Activity	
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Settlement Details									
Amount of Original Cash Advance	<input style="width: 100%;" type="text"/>								
PART I: Summary of Receipts									
<i>Please attach all itemized receipts associated with this cash advance (receipts must show proof of payment). Summarize the receipts below and include the chartfields to which the receipts are to be charged. If only one chartfield then you may enter once.</i>									
Vendor	Amount	Operating Unit	Department	Fund	Class Field	Account Code	Business Unit	Project	Activity
Total Receipts		<input style="width: 100%;" type="text" value="0.00"/>							
PART II: Summary of Deposits									
<i>Please list all deposits that were made of residual funds and attach a copy of the deposit receipt to this Settlement Form.</i>									
Vendor	Amount								
Total Deposit Receipts		<input style="width: 100%;" type="text" value="0.00"/>							
PART III: Additional Payment Due				<input style="width: 100%;" type="text" value="0"/>					
PART VI: Participate List, Gift Card Recipients (As needed)									
<i>Please provide a list of all participants, gift card recipients, team travel participants.</i>									
Part V: Certification									
<i>I certify that all funds were used for official business for the University of South Carolina.</i>									
<input style="width: 100%;" type="text"/>				<input style="width: 100%;" type="text"/>					
Signature				Date					



Resources

UNIVERSITY OF SOUTH CAROLINA

CALENDAR MAP DIRECTORY Search s.c.edu GATEWAYS

The Division of **Information Technology**

SC.edu » About » Office » The I » PeopleSoft » Resources

Resources

Click a link below to download the selected resource

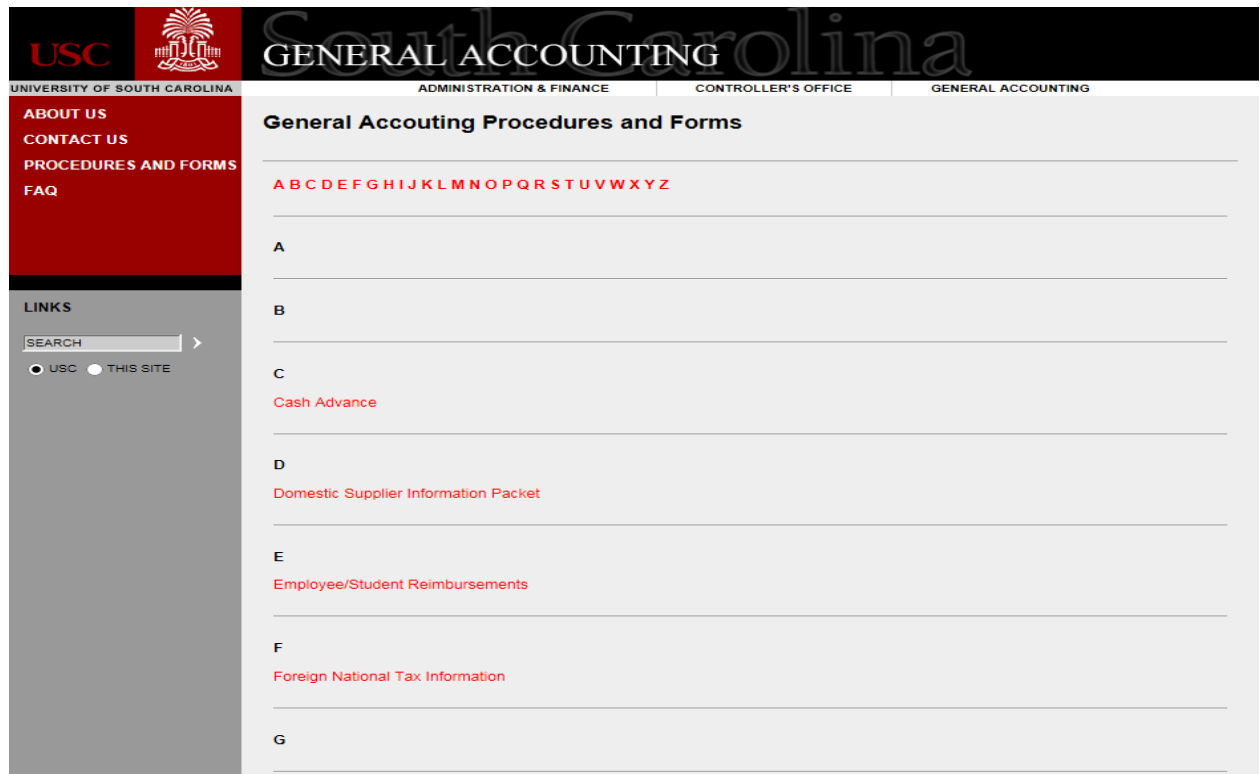
Accounts Payable	General Accounting
Click here for resources related to: <ul style="list-style-type: none">• Payment Request• Payment Request Matrix• AP Upload	Click here for resources related to: <ul style="list-style-type: none">• Journal Entries and Journal Vouchers• Cash Advances
General Ledger	Supplier Maintenance
Click here for resources related to: <ul style="list-style-type: none">• Chart of Accounts• Budget• SpeedCharts/ SpeedTypes	Click here for resources related to: <ul style="list-style-type: none">• New Suppliers• Changes to Supplier• W-9/ W-8

Controller's Website

General Accounting:

<http://web.admin.sc.edu/ap/formsindex.php>

- Procedures and Forms for many processes with more being added regularly.



The screenshot displays the website's header with the USC logo and the text "GENERAL ACCOUNTING" in a large, stylized font. Below the header, a navigation bar includes "UNIVERSITY OF SOUTH CAROLINA", "ADMINISTRATION & FINANCE", "CONTROLLER'S OFFICE", and "GENERAL ACCOUNTING". A left sidebar contains a red menu with "ABOUT US", "CONTACT US", "PROCEDURES AND FORMS", and "FAQ", and a grey "LINKS" section with a search box and radio buttons for "USC" and "THIS SITE". The main content area is titled "General Accounting Procedures and Forms" and features an alphabetical index from A to Z. Under the letter 'C', the link "Cash Advance" is visible. Under 'D', "Domestic Supplier Information Packet" is listed. Under 'E', "Employee/Student Reimbursements" is shown. Under 'F', "Foreign National Tax Information" is listed. The letter 'G' is also present but has no links listed below it.



Email Addresses

Contact Us:

<p>Accounts Payable and Travel</p> <p>Contact Accounts Payable for questions regarding:</p> <ul style="list-style-type: none">* Vendor Payments* AP Uploads* Travel* Payment request* Refunds	<p>Email Address: accountspayable@sc.edu</p>
<p>Supplier Maintenance</p> <p>Contact Supplier Maintenance for questions regarding:</p> <ul style="list-style-type: none">* W-9* W-8* New Suppliers* Changes to Supplier	<p>Email Address: apsupplr@mailbox.sc.edu</p>
<p>Cash Advance Settlement Form</p> <p>Contact Cash Advance for questions regarding:</p> <ul style="list-style-type: none">* Cash Advance Settlement Forms* Team Travel Advance Settlement Forms* Grant Cash Advance Settlement Forms	<p>Email Address: cashadvc@mailbox.sc.edu</p>

Additional Contact Us Email Address for Tax will be established.



Questions





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