



# Cash Advance Approver Request



Mark the one that applies:

Initial Approver Request:

Change Request:

### General Information:

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Net ID: \_\_\_\_\_

### Approver (There can only be one approver set up for cash advances):

Name: Kathleen Murphy

Title: Athletics Business Manager

### Reason for Needing the Cash Advance Option Versus Using the Travel Card Cash Advance Feature (Please explain below):

Tracking of cash for Athletics compliance

### Employee and Approver Agreement (Please read and sign the bottom of this document):

Cash advances are for University employees only and should only be requested in cases where the travel card cash advance option doesn't meet the employee's need (such as a need for a larger dollar amount than allowed with the travel card). This form is to request an approver be set up in *travelND* to enable an employee to submit a Request for Cash Advance. Each Request for Cash Advance submitted will be reviewed and subject to approval by Accounts Payable. I agree to comply with the following rules regarding cash advances:

1. I understand that a cash advance must be substantiated by submitting an expense report and applying the advance to the report within 60 days or the entire amount of the advance will be reported to Payroll as taxable and added to my Form W-2.
2. I understand that I will need to submit a new Cash Advance Approver form to change my approver.

Employee Signature X \_\_\_\_\_

Date \_\_\_\_\_

Approver Signature \_\_\_\_\_

Date \_\_\_\_\_

Budget Unit Administrator Signature \_\_\_\_\_

Date \_\_\_\_\_

Budget Unit Administrator Name (printed) \_\_\_\_\_

### Please return this form to Accounts Payable:

By Mail: 725 Grace Hall, Notre Dame, IN 46556

Or by Fax: 574-631-6378

Or by Email: [acctpay@nd.edu](mailto:acctpay@nd.edu)

### Accounts Payable/Procurement Use Only:

Approved \_\_\_\_\_

Date \_\_\_\_\_

Procurement System Team Updated \_\_\_\_\_

Date \_\_\_\_\_