**Advances**

**IDENTIFY NEED**

Is the person an NU employee?

- **NO**
  - Any advancement of funds for University purchases must be pre-authorized by an individual’s supervisor.

Is the non-employee an NU grad student (named specifically on a grant)?

- **YES**
  - On an exception basis, graduate students may be given an advance. The process is the same as below for NU employees, except that the graduate student completes a Visitor’s Expense Report to reconcile the advance.

- **NO**
  - They need to advance their own funds and follow the reimbursement process.

**PROCESS SERVICE**

For both travel and non-travel advances, create Travel Authorization in NUFinancials

Also create Cash Advance Report

Print the Travel Authorization, sign it, and obtain the supervisor’s signature; attach signed Travel Authorization to the electronic Travel Authorization and route through workflow

**Applicable Policy/Training Notes**

- Financial Policies and Procedures - Personal Funds
- Travel Policy for Non-University Personnel
- Non-Travel Advance Policy and Procedure
- Purchasing Policy: Item AS: Non-travel reimbursements – Advancing Personal Funds
- Travel Policy

**Travel Policy: Item 2H: Non-employee, NU grad student named specifically on a grant**

- Finance, Facilities, and Research Administration Training: FMS807 Employee Expense Reimbursements (Payments Tab)

Put Cash Advance ID # in the comment box
Employee is paid via direct deposit (using balance account number in FASIS) or check no earlier than 5 business days prior to event.

No later than 5 business days after event, complete a NUFinancials Expense Report, scan and upload receipts; reference the job aid on applying an advance to an Expense Report.

If any funds from the advance are not spent, write a check in the amount of the difference made out to Northwestern University and return to Accounts Payable; include any Travel Authorization numbers if applicable.

Payroll – Direct Deposit

Travel Policy: Item M: Reconciling Advances

Finance, Facilities, and Research Administration Job Aid: Applying an Advance

- Process Map created in partnership between HR Learning & Organization Development, Financial Operations and Accounting Services, Purchasing Resource Services, Accounts Payable, and Accounting Services for Research and Sponsored Programs.
- Please share your feedback about this Process Map by completing a brief survey.