

UNIVERSITY OF PRETORIA

DEPARTMENT OF FINANCE

ADVANCES

An **advance** is typically an amount of money that is granted by an employer to an employee in circumstances where the employer is certain that the employee will incur business-related expenses on behalf of the employer, and where the employee is obliged to prove or account for the business-related expenditure to the employer. The amount of the advance is based on the business-related expenditure. Where the actual expenses incurred are less than the advance granted, the employer recovers the difference from the employee, and *vice versa*.

An advance can be paid to staff to cover expected envisaged expenses. In such instances, the following will apply:

1. An application for an advance can be made on [A68/96](#), available at Room 3-58, Administration Building, telephone (012) 420 2869. Forms are also available from the [Accountant](#) in your Faculty / Support Service where it must also be submitted.
2. A comprehensive composition of the advance requested as well as authorisation for the intended trip or intended expense should accompany the application.
3. Advances cannot be applied for more than 2 months before the intended trip (unless motivated).
4. Application for an advance for travel allowance for international travel can only be done from the month preceding the trip (e.g. if the travel will take place in October one can only apply from September onwards).
5. All applications for advances should be signed by the applicant as well as an assignee in accordance with the ***Policy on the Delegation of Authority***.
6. Applications for advances submitted by personnel must be in accordance with standing policy and the relevant rules and regulations. An official purchase order must be compiled for purchasing goods and services from an official supplier and not by obtaining an advance.
7. A final advance report accompanied by the **original** supporting documentation have to be submitted within **30 days** of the date upon which the activity/trip was completed (copies of supporting documents will not be accepted).
8. When supporting documents regarding allowances need not be submitted, a report on the time period actually spent in the country or abroad still has to be submitted. Proof of arrival and departure must be attached. In the case of air travel the report must include the original boarding passes.
9. The final report (Settlement of advance) ([A10/10](#)) should be sent to your Faculty or Support Service's [Accountant](#) in the Department of Finance, before the settlement date.
10. Queries can be directed to the Section Budget Control (telephone 012 - 420 2869 / 2048).
11. If an advance is not utilised at all and therefore is repaid, the reason(s) for the cancellation must be submitted in writing supported by the Dean concerned. Failure to submit acceptable reason(s) for cancellation may result in recouping the loss of interest on the amount advanced from the development fund of the department concerned.

A 09/10

Comments and enquiries: finweb@up.ac.za

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