



BUSINESS & FINANCIAL SERVICES

SANTA BARBARA, CALIFORNIA 93106-2040

Date: _____
To: _____ Dept: _____
From: ___Annette Gonzales, Business & Financial Services, X7037_____
Subject: ___Cash Advance to:_____
Control # _____ Check# _____ Dated: _____ Amount: _____

This completed form and the original (no copies) receipts must be returned to the Accounting Office within 10 days following the completion of the event. Cash advances shall not be authorized for any person who is presently delinquent in submitting and accounting for expenses from a prior cash advance.

CASH ADVANCE ACCOUNTING
To substantiate expenses and clear advance
TOTAL CASH ADVANCE per above \$ _____
TOTAL AMOUNT SPENT per attached receipts \$ _____

BALANCE DUE EMPLOYEE \$ _____
Please attach this form and its attachments to a Form 5, *Request for Issuance of Check*
(*exception to policy 7115, procedure 7116 form may be required)

-- OR--

BALANCE DUE REGENTS: attach check payable to *UC REGENTS* \$ _____
DO NOT SEND CASH!!
*Please attach a copy of Deposit and Recording Advice if department deposits check.
Deposit to the cash advance account of 8-112130 use for the control # for the fund # _____
PURPOSE for amount spent: _____
BUDGET TO BE CHARGED with amount spent: _____ loc, Acct, Fund, Sub, Obj, etc.
APPROVED BY: _____ DATE: _____
AUTHORIZED SIGNATURE
(You cannot sign if the cash advance is made payable to you)

ABOUT UNRECOVERED ADVANCES:

Failure By The Employee To Substantiate Expenses And To Return Unused Amounts Within 120 Days Obligates The University Under IRS Regulations To Consider The Unsubstantiated Expenses And/Or Unreturned Amounts As Income To The Employee

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Please return this form, along with any other required forms, such as Entertainment Reimbursement, at the time of reconciliation.