

# TRAVEL CASH ADVANCE POLICY

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Last Updated: 2 May 2022

## 1. INTRODUCTION

Travel related cash advances may be necessary for events and other travel requirements where the total anticipated travel expenses is greater than \$1000.

Cash Advances will be made available to Rowing WA (RWA) staff or non-staff that are fulfilling duties for RWA in a paid or volunteer capacity.

## 2. CASH ADVANCE REQUEST PROCESS

Requests must be submitted **at least two weeks prior to the date funds are required to be transferred**. To request a travel related cash advance, take the following steps:

1. Provide a detailed event travel budget to the RWA CEO
2. Within the budget, highlight any item that can be pre-paid by the office prior to departure.
3. Within the budget, highlight exactly which items are to be included in the cash advance (if not all)
4. Provide accounts details for the transfer

The cash advance will be transferred within the week prior to the date of departure.

The traveller is required to maintain a detailed list of all expenses paid for via the advanced funds, ensuring a tax invoice (not EFTPOS receipt) is collected for each and every transaction

Two methods of distribution are available for travel cash advances:

1. **Direct Deposit:** It is the preference of RWA to direct deposit funds into the traveller's bank account. This is the preferred method.
2. **Cash Advance Cheque:** Cash advance by cheque can be organised and will be held for collection by the nominated traveller at the RWA office

## 3. TYPES OF EXPENSES

**Entertainment Expenses:** If the traveller expects to use the cash advance to pay for entertainment or business meeting expenses, they need to be conscious of what is a 'reasonable' work related expense. For example, it is feasible to purchase an alcoholic beverage with a meal but multiple drinks is not acceptable unless authorised prior to travel by the RWA CEO for a specific purpose.

**Program expenses:** Include a list of staff and students traveling with the program and the details of planned program expenses (the cost of the students' travel and excursion trips, museum fees, etc.), which must be itemized, including types, locations, and amounts. The planned program expenses must be separated from the employee's personal expenses

## 4. RECONCILIATION

Reconciliations are due from the traveller to the RWA office within one week after the end date of the travel period authorized by the travel cash advance request. When the traveller returns, a reconciliation of the travel cash advance is required to identify how the funds were used, and to determine the amount of excess money to be returned by the traveller or the amount of the excess expenses to be refunded to the traveller. The expenses are identified by category (type of expense), date, and amount for each unique destination (listing the GST separately).

It is the traveller's responsibility to ensure that all purchases are accompanied by a tax invoice. The RWA CEO should be advised immediately if this does not occur to discuss a resolution, however the traveller should be aware that they may be personally liable for purchases not accompanied by an appropriate tax invoice.

## 5. RETURNING UNUSED FUNDS

If unused funds need to be returned to RWA this must be completed within two weeks after the end date of the travel period authorized by the travel cash advance request. RWA bank account details will be provided upon request for the return of unused funds.

## 6. VERSION CONTROL

VERSION	DATE	AUTHOR	COMMENTS
1.0	06.2016	D. Tackenberg	Developed as in internal procedure, not a policy
2.0	29.04.2022	D. Tackenberg	Updated to RWA Policy
2.1	02.05.2022	D. Tackenberg	RWA Board approved

## APPENDIX A – TRAVEL CASH ADVANCE REQUEST



Cash Advance Recipient ('Traveller'):	
Position Title:	
Staff Member: (Y/N)	
Event travelling to:	
Event Dates (including travel):	
Intended Cash Advance Recipients (if more than the listed traveller above:	
Total cash advance amount requested:	
Detailed Travel Budget attached: (Y/N)	
Cash advance preferred method of receipt: (Direct deposit or Cheque)	
Account details (for cash advance deposit):	
Anticipated date to return acquittal to RWA Office	

I have read and agree to abide by the RWA Travel Cash Advance Policy

\_\_\_\_\_  
Signed by Traveller

\_\_\_\_\_  
Date

Approval granted by RWACEO:

\_\_\_\_\_  
Signed by RWA CEO

\_\_\_\_\_  
Date