

# Transaction Justification Cash Advance (TA & CA)

When requesting the University to advance funds before actual expenses are incurred, it is very important to provide as much information as possible to support the amount being requested and how the funds will be used. Most information carries forward from the travel authorization (TA) to the cash advance (CA) report, however, the dates do not and must be entered on the CA as well as the TA.

## Special Notification

When a cash advances are used to pay for 1099-reportable transactions – generally subject payments – then a notice like this will be sent with the CA approval.

TA date: 2/07/14 - 8/06/14 Important Note: Recipient of Cash Advances are required to obtain a W9 and report the names, addresses, social security numbers and total amount of payments made by the University to individual subjects who receive cumulative payments/value of \$600.00 or more during a calendar year. This information must be forwarded to [disbsvcs@umn.edu](mailto:disbsvcs@umn.edu) by December 31st every year.

## WHERE

“Where” should be provided when completing the TA. Additional specifics should be included in the comments section.

## WHY

The reasons the cash advance is needed must be recorded in the TA. Enough justification must be included to allow the approver to make an informed decision.

## Travel Authorization

The screenshot shows the 'View Travel Authorization' page with the following details:

- Description:** CASH ADV TO PAY SUBJ
- Business Purpose:** Subject Payment
- Status:** Approved
- Default Location:** MINNEAPOLIS ST. PAUL
- Date From:** 02/07/2014
- Date To:** 08/06/2014
- Budget Status:** Valid Budget Check
- Comment:** A faculty is requesting a cash advance in the amount of \$1,000 to pay human subjects in his research. He would pay in cash \$20 to each of his 50 subjects for a total of \$1,000. Documentation available for audit in Department. These expenses were budgeted in the original grant award and approved by the PI.
- Table:**

Approve	Expense Type	Date	Amount	Currency	Payment Type	Check Type
Y	Subject Payments	02/07/2014	1,000.00	USD	Out of Pocket	General

## WHO

The person receiving the cash advance will be named in the TA and also must sign the CA report generated by PeopleSoft. If the cash is being distributed or spent on others, specifics must be provided in the comments section.

## WHEN

The dates the cash advance will be needed must be noted in the TA and in the comments section of the CA.

## Cash Advance Report

The screenshot shows the 'CASH ADVANCE' report from the University of Minnesota Enterprise Financial System. Key details include:

- Authorization ID:** 000000823
- Description:** CASH ADV TO PAY SUBJ
- Business Purpose:** Subject Payment
- Advance Lines Table:**

Advance Source	General Payment	Description	Amount
POST	General Cash Adv Payment	CASH ADV TO PAY SUBJ	1,000.00 USD
- Summary Table:**

Total Cash Advance:	1,000.00	USD
Less Nonpayable Amount:	0.00	USD
Amount Due Employee:	1,000.00	USD
- Signature:** A signature is present with the date 2/6/14 circled in red.

## WHAT

In addition to specifying the expense type on the line level, detailed explanation and support for the amount being requested must be provided in the comments section.