

BUSINESS OFFICE

Cash Advance/Imprest Procedures

Revision Date 7/11/24



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This document provides step-by-step instructions on the entire cash advance/imprest process. Some steps may not need to be completed depending on the travel situation. Please contact Account payable at x5948 or apayable@fhsu.edu for further instruction.

ONLY Faculty or Staff can submit a request for Cash Advance/Imprest funds to be used for student travel or international travel.

1. **Request Cash Advance – USD OR Request Cash Advance – Foreign Currency**
 - a. Access step-by-step procedures for each on the [Business Office webpage](#) (Expenses/Travel tab, Cash Advance section)
 - b. This will generate a TA number only for the cash advance/imprest. A separate spend authorization will need to be done for the trip approval of the traveler(s). [Create Spend Authorization for Trip Approval](#)
 - c. If the cash advance/imprest is for student meals or the cash will be distributed to students, the [Imprest Cash Distribution spreadsheet](#) will need to be completed and attached in tasks and forms after the trip
2. A separate Travel Receipt Form will need to be completed for the cash advance/imprest only. Please notate the cash advance/imprest form by entering in the “traveler’s last name, first name – **Imprest**” in the Traveler’s Name field.
 - a. If the traveler will be receiving reimbursement for meals or expenses paid personally, they will need their own Travel Receipt form for their personal reimbursement.
3. Once the trip is over, the process to finish out the cash advance/imprest request will need to be completed.
 - a. Return unused cash to SFS via the cash sale task in Workday. Access procedures to Record Cash Sale (Imprest) procedures on [SFS webpage](#).
 - i. If all cash advance/imprest was used, this step will not need to be completed.
 - b. To close out the cash advance/imprest the [Create Expense Report for Worker](#) task will need to be completed.

Please note: the Expense Report will not reimburse the traveler; it is used to close out the spend authorization that was used to request the cash advance/imprest.

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- c. To reimburse the cash advance/imprest the [Create Supplier Invoice](#) task will need to be completed.

Please note: the supplier invoice is being used to reimburse the cash advance/imprest cost center with your department cost center funds. Accounts Payable will get a check from the department cost center to deposit into the imprest cost center. Accounts Payable will process this cash sale.

- d. Complete Cash Advance/Imprest Travel Receipt Form (TRF)
 - i. Fill out trip details like normal, including the depart and arrive times. Meal rate or quarters do not need to be filled out.
 - ii. If cash advance/imprest was for student meals, the Student Meals section under the Trip Details will need to be completed and the Imprest Cash Distribution spreadsheet attached.
 - iii. If cash advance/imprest was for other expenses (not student meals) the other sections of the form related to the expense(s) will need to be filled out and itemized invoices and the Imprest Cash Distribution spreadsheet (if applicable) attached.

Please note: if the faculty or staff that went on the trip is receiving personal reimbursement, their personal TRF will be completed and submitted as normal.