

OBERLIN COLLEGE
Controller's Office
Cash Advance Agreement

Issued To (Payee): _____ Amount: _____

Purpose for Advance: _____

Expected date of expenditures
(i.e., dates of travel): _____

I understand, in accepting this advance, that I am required to submit an expense report along with original itemized receipts to the individual / department who authorized the advance for review and approval. If the funds were used for traveling, the approved expense report is due to the Controller's Office within 30 days upon the completion of my trip; otherwise, receipts are due after funds are spent. I agree to repay the unused portion of my advance by attaching a check made payable to *Oberlin College* to my approved expense report when submitting it to the Controller's Office.

According to Oberlin's Travel and Entertainment Guidelines, I will not be eligible for new advances or other reimbursements as long as an advance reconciliation remains past due. Advances not reconciled within a reasonable period of time will require the recipient to repay their advance. Non-employee advances not accounted for within a reasonable period of time will be treated as income and are reportable to the IRS on a Form 1099-MISC.

My signature below acknowledges that I understand the terms of receiving this cash advance.

Accepted and Agreed by Payee Date of Signature



Controller's Office Use:

Date of Advance: _____ Voucher #: _____

Requested by: _____ Ext #: _____

FUND	ORG	ACCOUNT	PROGRAM	AMOUNT