



Policies and Procedures Manual

Title: Financial - Cash Payment Request Policy
Policy Administrator: Bursar
Effective Date: Jan-01-2010
Approved by: Controller

Purpose:

This policy provides guidance to the College community concerning reimbursements of expenses in the form of cash.

Policy:

- 1.0 Cash reimbursements for expenses incurred for out of pocket business related College expenditures are allowed for amounts up to \$50.00.
- 2.0 Requests for reimbursement of expenditures in excess of \$50.00 should be directed to the Accounts Payable department.
- 3.0 All requests for reimbursement require the submission of original receipts.
- 4.0 Travel advances may be requested by College employees in amounts up to \$50.00 per day for out of pocket expenses. Student and athletic team travel advances will be issued to the student advisor or team coach. See [Employee Travel Advance Policy](#).
- 5.0 Most all small expenditures can be made using the departmental procurement card. Departments are encouraged to use the procurement card whenever possible.

Procedures:

- 1.0 A completed [cash payment request form](#) with original receipts must be brought to the Cashier's window in the Bursar's office (O'Kane 159) to obtain cash reimbursement. Cash reimbursements will only be issued in person. The employee should have their Holy Cross I.D. card available.
- 2.0 Travelers requesting an advance in cash should bring a completed [Travel Advance Form](#) to the Cashier's window to obtain their advance. All athletic travel advances

must be approved by the Assoc. Athletic Director/Business Manager. Student cash reimbursements and travel advances must be approved by the Director of Student Programs & Involvement or the sponsoring College Department Head.

- 3.0 Requests for reimbursement of expenditures in excess of \$50.00 should be submitted to the Accounts Payable Department on a completed [check request form](#) along with original receipts.
- 4.0 All requests for reimbursement require the signed approval of the individual who has budgetary responsibility for the department being charged for the expenditure.
- 5.0 The Cashier's window is open between the hours of 9:00 A.M and 3:30 P.M Monday through Friday and is located in the Controller's Office (O'Kane 159).

Forms:

Title: Cash Payment Request
Title: Travel Advance Form
Title: Check Request Form

Related Information:

Title: Travel and Expense Policy
Title: Travel Advance Policy

Policy # 340020-001
Date of Last Review Apr-01-2013