

University Of Massachusetts
Amherst
Controller's Office Advance Request

Voucher #: 19 _____ Controller's Office Only

Forward this completed form to: jrnl@admin.umass.edu at least 10 days prior to the date when the funds are needed.

Check One:
**Human Subject
Program Advance**

Name _____ <i>Last Name, First Name</i>	Invoice #: _____ <small>Controller's Office Only</small>
Employee _____	Employee # EM _____
Home _____	
Address: _____	Invoice Date: _____
Check Handling: Please check if you want the check returned to the Bursar's Office for pick up. <small>Checks are available for pickup after 11am at the Bursar's Office teller window the day following the pay cycle.</small>	

Department _____	Telephone # _____	Preparer _____
Speedtype: _____	Account 113000 _____	
Fund _____ Dept ID _____	Program _____	Class _____ Proj/Grant _____

Description	Return or End Date	Amount
Total		

*Advances will be given to regular/benefitted employees only.

*The appropriate documentation for settlement of the advance must be submitted to the Controller's Office within 10 days after the completion date of a study or event. All settlements submitted 120 days after the completion date of the study or event will become a taxable reimbursement to the Employee per the IRS Accountable Rule Plan.

*If the total expenses are less than the amount of the advance the difference must be repaid by check to the University and sent with the expense documentation. If the expenses are greater a disbursement voucher should be sent to reimburse the difference to the employee through the Expense Module.

*If a study or event is cancelled the advance is due immediately by check to the University and must be sent to the Controller's Office with a copy of the initial advance request and a memorandum stating the advance is not needed.

*If the settlement becomes 60 days delinquent, the employee's pay will be reduced by the outstanding advance amount. The employee will not be allowed to receive advances from the University until the pending advance is settled.

*For Human Subject advances, the employee will only be reimbursed for amounts paid to an individual for \$100 or less (per event or study) and less than \$600 per calendar year.

For Human Subjects Only: Attach or append (if electronic) the IRB approval.

Employee Signature		Departmental Approver Signature
I accept this advance with the understanding that I will comply with the requirements in the instructions. I further authorize the University to retain my paycheck or cancel my direct deposit if the requirements above are not complied with.		Must be approved by the Departmental Approver or by their Supervisor if Department Head.
Print Name _____		Print Name _____

[\(How to create a new electronic signature\)](#)

[\(How to create a graphic of your signature\)](#)