



<b>Finance Guideline</b>	FG003 – <b>Forms: Which one? Advance, Reimbursement or Subsistence &amp; Travel</b>
<b>Related Finance Policies</b>	Advances <a href="#">[PAY006]</a> Reimbursements <a href="#">[PAY005]</a> Subsistence & Travel <a href="#">[PAY002]</a>
<b>Objective</b>	To provide guidance as to which form to use when requesting payment from UCT on UCT related business
<b>Context</b>	There is frequent confusion as to which form should be completed. This document seeks to guide users by providing some background and situational context. It does not replace the related finance policies.
<b>Guidelines</b>	<p><b>Advances (<a href="#">FM031</a>)</b></p> <p>Advances are used when a UCT individual is requesting money (cash/cheque made out to themselves) in advance of the required supporting documentation, either for themselves or on behalf of another individual/s. This often occurs in the case of fieldwork trips. Once the correct support documentation is obtained (e.g. invoice, till slips) the advance must be cleared.</p> <p>At UCT, Advances are also used when small amounts (&lt;R240/day) of cash need to be paid out to a number of individuals as reimbursements for private expenditure incurred as part of a university project (e.g. students, clinical trials, surveys). In these cases, each individual being paid must sign against a list as proof of receipt of the money, and this document must be used to clear the advance. An individual FM031 per person is not required in these circumstances.</p> <p>If a department arranges and collects an S &amp; T allowance on behalf of a visiting academic, an FM031 Advance is required with supporting documentation, explaining that the reason for the visit is to sustain collaboration between academics. The advance will then be cleared based on proof of receipt signed by the visiting academic(s).</p> <p> <b>NB:</b> When S &amp; T is claimed “in advance”, i.e. before the recipient leaves, this is <b>NOT</b> the same as “an advance”.</p> <p><b>Reimbursements (Internal <a href="#">FM045</a> or External <a href="#">FM049</a>)</b></p> <p>Reimbursements are used when the authorised expenditure has already occurred and been paid by the individual. All requests for reimbursements must be accompanied by original supporting documentation stating details of the goods purchased or services rendered e.g. till slips, web purchases, invoices. The same applies to visiting academics, where part of the collaboration arrangement covers travel and accommodation costs.</p> <p>There are two types of reimbursements: Internal parties are UCT staff members or students; External parties are individuals who are not current UCT staff members or students.</p> <p> <b>NB:</b> <i>Emeritus professors</i> can be either <i>internal</i> or <i>external</i>, depending on whether or not they have a SAP staff vendor number. This in turn depends on whether or not HR has their up-to-date banking details, and how often they will need to be reimbursed.</p> <p><b>Subsistence &amp; Travel (S &amp; T) (<a href="#">FM032</a>)</b></p> <p>Travel costs consist of accommodation, transport costs and a daily S &amp; T allowance. Where possible, accommodation and transport costs should be paid up front, i.e. in advance of travel, via a UCT Purchase Order/Card. If this is not possible, and the staff member will be required to pay on arrival only, these amounts should be reflected on</p>



the FM032 as an **advance** and be cleared within 28 days of returning. The S & T allowance paid out is at the fund holder's discretion, and is subject to availability of funds, but should not exceed the SARS limits. S & T payments are **not** reimbursements, provided the amount paid out is **below the SARS limits**. If a fund holder is paying for students attending a conference or lectures away from their usual term time residence, this should be claimed as S & T. (See S&T policy [Attachment C](#) for guidelines of amounts included/excluded from S&T.)

If, after the trip, the actual expenditure has exceeded the S & T daily allowance received, and the staff member wants to claim the difference, the **total** amount (i.e. the S & T allowance already received, plus the additional expenses) will be treated as an advance and will require slips to clear.



**NB:** If an **advance** is taken, supporting documents must be submitted for the total expenditure, including accommodation, to clear the advance.

If **S & T** is taken, **but** the total expenses exceed the SARS daily allowance and either:

- the excess is for **hotel accommodation only**, then only hotel receipts need to be submitted,

**OR**

- the excess is **not for hotel accommodation only**, then proof of **total** expenditure must be submitted, i.e. the S & T allowance is treated as an advance.

Even if an S & T allowance does not exceed the SARS limit, the supporting documents must be retained by the staff member for SARS purposes.

In summary, it is advisable to keep ALL supporting documentation for a business trip, whether or not an advance was taken.

**Direct queries to**

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