

## REQUEST FOR ACCOUNTABLE ADVANCE FORM

Accounts Payable  
Date Stamp

**EMPLOYEE**                       **INSTITUTIONAL**

**Instructions:** *zV6a d'Ytjb[ 'Vm\ UbXEd'YUgYdf]bH'*

1. Send form with original signatures to Accounts Payable, Finance Department at least 5-7 business days prior to the date that the advance is required.
2. For employee advances, please attach appropriate supporting documentation to justify the request (conference registration, flight confirmation, etc.). A properly completed and approved Claim for Reimbursement Form must be submitted to Accounts Payable within 15 days after your return.
3. For institutional advances, please attach an executed institutional agreement. To clear the advance, the institution is responsible for submitting documentation acceptable to Research Accounting.

**Notes:**

- Claimant is responsible for ensuring that all contemplated expenses are compliant with the [Procedure on Reimbursement of Expenses](#).
- Advances are only available for travel-related circumstances, and under no circumstances for the purchase of goods or services, the payment of awards or other remuneration.
- Advances must be cleared within 15 days of travel. An advance is a loan to the claimant until such time as a Claim for Reimbursement is submitted or the advance is repaid.
- The University will only issue an advance to employees or an institution. Advances cannot be issued to retirees, students, or any persons external to the University.
- Claimants may only have one advance outstanding at any given time.

<b>Claimant's Name</b>	Surname, First Name or Institution's Name		
<b>* Mandatory - Employee #</b>	E	Direct Deposit	Click here for <a href="#">Employee Direct Deposit Banking Application</a>
<b>Contact Details</b>	Phone	Email (mandatory)	
<b>Claimant's Mailing Address</b>	Internal campus address or External address		
	City	Province/State	Postal code/Zip      Country

<b>Purpose of Expenses</b> (please also attach agenda for conference-related travel)			
<b>Travel Details</b>	Destination(s)	Dates	
<b>Advance Details</b>	Date Required	<b>Date Advance to be Cleared</b>	

**Estimate of Expenses (attach addendum if space below is insufficient)**

Type of Expenditure		Amount	Type of Expenditure	Amount
<b>Transport</b>	Air      Rail      Bus		<b>Registration Fees</b>	Attach conference details and registration paperwork
	# of km      @ 45¢/km		<b>Hospitality</b>	Explain
<b>Personal Vehicle</b>	Reason			
<b>Lodging</b>	# of nights and details		<b>Other Expenses</b>	Details
<b>Meals</b>	# of days		<b>Total Estimated Expenses</b>	
				<b>Less Amount Paid from Other Sources</b>
<b>Taxis</b>			<b>Advance Requested from York University</b>	

**Preparer must complete all non-shaded areas. Only the specific shaded boxes are for Finance Use.**

<b>Finance Use Only</b>	Vendor ID			Advance No. (Open item reference)		Payable in	
	<b>Chartfield(s) to be Charged</b>			<b>Optional</b>		CAD	Other
<b>Checked by</b>	Account	Fund	Cost Centre	Activity	Time	Location	Amount
<b>Date</b>	004 01						
	004 01						
	004 01						
<b>Total Committed</b>							

Requester: I hereby request an advance to cover eligible expenditures in accordance with University policy. I further agree to submit the appropriate claim for reimbursable expenditures within 15 days of incurring these expenditures.

Approver: I hereby certify that I have reviewed the advance, confirmed that it is in compliance with all University policies, and that sufficient funds are available to cover the advance.

Claimant's Name (print)	Claimant's Signature	Approver's Name (print)	Approver's Signature
Title & Unit	Date	Title & Unit	Date
Prepared by (print)	Signature	Secondary Approver's Name (print)	Approver's Signature
Phone	Date	Title & Unit	Date