

UNIVERSITY OF RICHMOND

Advance Clearing Form

Instructions for using this form:

- **This form should only be used to clear an advance when monies are being returned to the University.** If money is owed to the employee or student or if no money is owed, the BannerWeb Check Request or Travel & Expense Reporting Form must be used.
- The form is writeable and should be completed online for accurate calculation and to ensure legibility.
- Funds not used should be returned to the Cashier's Office (Queally Center) along with a Deposit Form (available on the Cashier's Office website, <http://controller.richmond.edu/cashier/index.html>).
 - Funds should be deposited to the original index that was charged for the advance and the account code 7169 (travel advance) or 7999 (expense advance).
 - A copy of the Deposit Form will be given as a receipt, or proof of deposit.
 - Attach all receipts, a copy of the original Advance Request, and the Deposit Form to this Advance Clearing Form and forward to the Accounts Payable Office, Maryland Hall, to clear your advance.
- Advances should be cleared within 30 days of completion of the trip or event. Advances not cleared within 90 days may be considered delinquent. See Advance Request form for more information.

Name of Advance Recipient		UR ID	
Type of Advance Received	Travel (account code 7169)	Expense (account code 7999)	
Departure or Event Begin Date		Return or Event End Date	

Advance funds were spent as follows:

1. Student Team Meals	5. Other (please explain) _____	
2. Change Fund	6. Other (please explain) _____	
3. Research Participant Study	7. Other (please explain) _____	
4. Student Host Funds		

Comments/Additional Information _____

- A. Advance Amount Received: A. _____
- B. Total Amount of Advance Spent: B. _____
 (Total of columns 1 – 8, above)
- C. Amount Due to University: C. _____
 (Amount in row A less amount in row B (attach copy of Deposit Form))

Enter Index and Account Code **to be charged**, in the fields below. Note that the ***TOTAL** must equal amount in line B, above. **Do Not use account code 7169 or 7999; use a different 7xxx account code.**

Index		Account		Amount	
Index		Account		Amount	
Index		Account		Amount	
Index		Account		Amount	
				*TOTAL	

Signature of Advance Recipient Date Extension

Supervisor/Approver Printed Name Supervisor/Approver Signature Date

August 2017