

Cash Advance

A cash advance may be provided to employees engaged in out-of-town travel on behalf of NCCC. If a cash advance is approved, employees can pick up their cash advance from the business office the day prior to their travel. Upon returning, an electronic travel expense report must be completed and submitted for approval within one week. No employee will be allowed an additional advance until the previous expense report has been completed and filed with the business office.

Any prepaid or charged expenses must be recorded as an actual expense on the report to assist in computing the full cost of each trip.

If a personal vehicle is used, specify the number of miles traveled times the mileage rate and record this amount as personal vehicle transportation expense. Detailed information is needed for all miscellaneous expenses.

Each expense report should be used to settle with the college only those expenses incurred in conjunction with the travel request previously submitted. Any personal expenses, which qualify for reimbursement, should be submitted to the business office on a requisition.

All receipts must be attached to the expense report before it is sent to the chief financial officer. Reimbursements cannot be made without the receipts.

The expense report must be completed and turned in to the chief financial officer within one week after returning. If money is due to the college, it must be brought to the cashier with the expense report.

Revised: 4/11/13