

**STAFF/STUDENT ADVANCES**

Field Trip Advances : \_\_\_\_\_

Other Authorised Advances : \_\_\_\_\_

Date : \_\_\_\_\_

School/Department/Centre : \_\_\_\_\_

Researcher/ Administrator : \_\_\_\_\_

Project Name : \_\_\_\_\_

Project Cost Centre : \_\_\_\_\_

Dates : \_\_\_\_\_

Destination : \_\_\_\_\_

Amount Advanced : \_\_\_\_\_

I, \_\_\_\_\_ (Researcher/Administrator), do hereby agree to the following terms and conditions of the funds advanced to me.

**Terms and conditions :**

1. To provide an analysis of the expenditure incurred together with all invoices and receipts within seven working days after the field trip (see analysis at the back of this page)
2. Request for subsequent advances will be rejected if receipts for previous advances issued remained unaccounted for.
3. The funds advanced may not be used for any salary payments or asset purchases
4. It is the responsibility of the researcher to ensure that proper (no photocopies or faxes) documents are requested when making purchases.
5. Unspent monies from this advance may not be carried forward to subsequent advances. All unused monies must be deposited at the University's cashiers and the receipt included in the analysis
6. The University reserves the right to deduct the amount owing from your salary should you not submit the necessary documents timeously.
7. Where funds are advanced to an administrator, who may not necessarily be involved in such field trips, they may be held accountable for the funds advanced.

\_\_\_\_\_  
Authorised Signature : Researcher/Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorised Signature (HOD)

\_\_\_\_\_  
Date

**UNIVERSITY OF KWAZUL- NATAL**  
**FINANCE DIVISION**  
**CASH ADVANCE**

**COST CENTRE**  **REFERENCE**

**ANALYSIS OF FIELD TRIP ADVANCES :**

		Amount ( R )
<b>ADVANCED</b>		
<b>LESS : EXPENDITURE</b>	VOUCHER REF.	
<i>(List below)</i>		
Food		
Accommodation		
Petrol		
Sundries		
Other :		
<b>FUNDS AVAILABLE (UNSPENT)</b>		
CASHIERS RECEIPT		
REFUND TO RESEARCHER/ADMINISTRATOR		
<b>BALANCE</b>		

Prepared by : (Print name) \_\_\_\_\_

Authorised Signature : Researcher / Administrator \_\_\_\_\_

Date \_\_\_\_\_

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For Finance Use Only:

Received by

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date