



ACCOUNTABLE ADVANCE and ACQUITTAL POLICY

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Approving Authority: Council
Date Approved: 17th December 2022
Date Revised:
Next Review: December 2024
Version Number: 1

Content

1. Policy Purpose
2. Policy Objective
3. Policy Principles/Content

1. Purpose

- 1.1. This policy governs the use of accountable advances and the process of acquittal. It applies to University staff involved in submitting accountable advances request, approval of accountable advances, processing of accountable advances, monitoring the accountable advance process and acquitting accountable advances.

2. Objective

- 2.1. This policy provides the guidelines for the responsibilities, accountabilities, duty of care of the claimant, supervisors and assigned delegates and policies for submitting the accountable advance and acquittal.
- 2.2. The policy shall apply to all accountable advances issued at the University whether funded through operational University funds or through donor funded projects funds.

3. Policy

- 3.1. Accountable Advances are to be used when there is NO alternative practical method of payment.
- 3.2. Before requesting for an accountable advance, it is important to consider other methods of payment such as Purchase Order, petty cash or reimbursement of expenses.
- 3.3. The University will only issue accountable advances to full-time staff (not temporary staff) with no prior outstanding balance, with the approval of Deans/Directors as per their delegated authority.
- 3.4. Ultimate approval for accountable advance rests with the Chief Financial Officer upon verification by budget team on funds being available.
- 3.5. Properly completed and authorized requests for accountable advances in Fijian Dollars (FJD) must be received by Finance at least 5 working days prior for a cheque to be issued or Direct Deposit (Recommended).
- 3.6. Accountable advances must be fully and accurately acquitted within 7 days after the event.
 - 3.6.1. The acquittals must be accompanied with valid and original invoices and receipts.
 - 3.6.2. The acquittals must include surplus/unspent funds paid to the cashier (if any) with the receipt attached together with the acquittal form
 - 3.6.3. For expenditure where receipts are not given by vendor in rural/ remote areas, a Cash Payments form is used and witnessed with details (name, contact, TIN) of the vendor attached.
- 3.7. Accountable advances are not to be considered as University petty cash. Accountable advances should only be used for the specified approved activity. Any unauthorized expenses must be reimbursed personally by the claimant.
- 3.8. Accountable advances must **not** be used for personal expenses.
- 3.9. Any accountable advance acquittal that remains outstanding after 3 reminders from the due date, the claimant will be subject to salary deduction for recovery.

4. Roles and Responsibilities

Chief Financial Officer - Overall oversight, implementation and enforcement of the Accountable Advances and Acquittals Policy

Senior Leadership Team – Approve advance request and acquittal as per the approved plan of expenditures.

Accountable Advance Requestor - ensure compliance with the Accountable Advance policy

Accounts Payable Team - Processing of Accountable Advances after verification of requesters prior debt and provide voucher copy and advance request form copy to team handling staff debtors.



Staff Debtors Team – maintain advances and acquittal register, send reminders for acquittals, verify expenses are legitimate and clear endorsed acquittal with receipts/invoices, action advance recovery with Payroll.

Payroll team – action recovery of advances and provide monthly reports for the recovery.

5. Related Documents

This policy serves as the principle guidance for all other specific Accountable Advances and Acquittals related policies.

- Procurement Policy
- Scheme of Financial Delegations