

General Guidelines for the Liquidation of Cash Advances and Reimbursements

FOR REQUEST OF CASH ADVANCES AND LIQUIDATION OF CASH ADVANCES , VISIT THE FINANCE AND ACCOUNTING OFFICE WEBSITE OR THE FOLLOWING LINKS:

Processing of Cash Advance and Liquidation

http://intranet.dlsu.edu.ph/policies/evp_manila/accounting/process_cashadv.asp

For Cash Advance processing, the following documents should be submitted:

- For seminars/workshops and research projects, cash advance request must be accompanied by a copy of the program details indicating the inclusive dates and projected expenses for the related activity.
- For faculty development related cash advances such as fees for seminars, travel tax and airport taxes, an approved grant should accompany the PRS.

For Cash Advance Liquidation, secure a Cash Advance Liquidation Report form from the Accounting office which will summarize the actual expenditures duly supported by original valid receipts.

Guidelines on Liquidation of Cash Advances

http://intranet.dlsu.edu.ph/policies/evp_manila/accounting/liq_cashadv.asp

GENERAL

1. Acceptable Invoice/Official Receipt
 - Original
 - BIR registered
 - Unaltered. Altered Invoice/OR that cannot be replaced should be initialed by the person who made the cash advance
 - Receipt (tape) from BIR registered Cash Register
2. Unacceptable Invoice/Official Receipt
 - Invoice/OR sold in bookstore/sidewalk vendors
 - Supplier's improvised typewritten/computer print out billing or receipt
3. Disbursements that cannot be supported by acceptable Invoice/OR should be supported by quotation or certification by the person who made the cash advance that such amount for the reason cited therein was disbursed. The quotation must be approved by the department unit head. DLSU improvised evidence of payment should support the approved quotation in lieu of Official Receipt.
4. Amount should be reasonable.
5. Date of the receipts should be within the activity date.
6. Cash advances should be used for the purpose it was intended for.
7. The supporting documents such as invoice, OR, bus ticket should be signed by the person submitting the document.
8. Liquidation should be made per PRS. Offsetting is not allowed.
9. Cash advance should be liquidated five (5) calendar days after the activity.
10. Standard liquidation form should be used for liquidation.
11. Liquidation of cash advance for an activity/project should be signed by the person in-charge of activity and approved by the committee chairman/project leader. Liquidation of cash advance for trip, seminar and other official purpose shall be signed by the person who made the cash advance.
12. Cash advance for postponed activity (workshop, project) for a duration of 30 days and above shall be returned to the Accounting Office.

WORKSHOP-FACULTY

1. PhP700 per faculty
2. 70% attendance = 100% disbursement of faculty allocation
3. Request must be approved by the Dean.
4. Request should indicate date, venue, number of participants and estimate breakdown of expenses.
5. PhP700 should cover food, transportation, accommodation, miscellaneous necessary and reasonable expenses.
6. Expenses over and above PhP700 shall be charged to the personal account of the faculty or the department.
7. Receipts outside the activity date not fully explained shall be disallowed.
8. Indicate change in date or venue when applicable.
9. Use of DLSU Vehicle
 - PhP700 should cover the Physical Facilities charges for use of vehicle.
 - Gas consumption shall be estimated and advanced by the vehicle dispatcher and shall be included in the Physical Facilities charges.

PROJECTS

1. Approved estimate of expenses, date of activity, number of participants and venue (if applicable).
2. All related activities such as necessary ocular inspection should be included in the estimate of expenses.
3. Indicate change in date and venue when applicable.
4. Whenever a fixed transportation allowance is granted to participant in project related out of town workshop, bus or gas receipt should be attached to the payment voucher.
5. Purchase of equipment such as camera, calculator, test tubes, etc. out of project fund should be turned over to the department upon completion of the project. This shall be covered by Receiving Report (RR) upon liquidation of expenses and will be included in department head's accountability.
6. Repair of personal equipment is not reimbursable.