Cash Advances

What is a cash advance?
Funds are requested and dispersed in advance to offset out-of-pocket expenses for Linfield College travel or event set up costs.
Valid travel advances would be for estimated expenses such as lodging, per diem, parking and shuttles. However do not request mileage reimbursement in advance.
An event advance might be for supplies, food or cash for tickets sales.

How do I request a cash advance?
Use the AP Check Request #1 form found on the Accounts Payable webpage.
(www.linfield.edu/accounts-payable.html)
Please check the Advance box on the form. Please state the purpose of the request as well as providing the 12 digit GL account to charge. Please allow ample time to solicit appropriate signatures if required before submitting the request to AP.

There has been some confusion about how to manage cash advances. If you or your work study student has been issued a cash advance from Accounts Payable, please:

- Use the funds for the purpose intended or else return them.
- Reconcile your advance and corresponding expenses within 30 days after the trip or event.
- Use the AP Check Request #1 form found on the Accounts Payable webpage to reconcile your cash advance. Mark the reconciliation box.
- Submit detailed receipts, including documents that confirm your travel dates and event attendance, if you requested a per diem.
- You may also request mileage reimbursement at this time, see below
- Return unused funds by attaching cash or a check.

If your expenses were higher than the cash advance, you must also:

- Get additional expenses approved by the funding source before the reconciliation form is submitted to AP

For additional help, please email accounts payable@linfield.edu.