

SECTION 18 JEFFERSON COUNTY CASH ADVANCE POLICIES AND PROCEDURES

A. Purpose

The purpose of this policy is to establish acceptable guidelines and procedures to be followed by employees, Department Heads, and Elected Officials of Jefferson County who utilize the Treasurer's Cash Advance Account.

B. Reimbursable Expenses

1. Travel

Reasonable and ordinary expenses of more than \$25.00 incurred by employees for budgeted travel outside Jefferson County in the performance of their duties.

- Transportation;
- Hotel/Lodging;
- Meals.

2. Other

Expenses for which immediate funds are required.

C. Procedures

1. Using the Cash Advance form. The four part Cash Advance form should be:

- a. Signed by the department head, or his/her designee.
- b. Approved by the Auditor's Office.
- c. Presented to the Treasurer's office for payment.

2. Using the color copies:

- a. The gold copy is retained by the Auditor's office.
- b. The pink copy, and a second copy, is attached to the TOP of the travel claim, or reimbursement form, when it is submitted to the Auditor Office for a pay back.
- c. The yellow copy is retained by the employee or department for their records.
- d. The white copy is presented to the Treasurer's Office.

3. Time Schedules

- a. Cash Advances will not be issued for travel expenses more than one week before the trip.
- b. A travel expense claim form should be submitted to the Auditor's office within one week after returning from the trip, or acquiring the cash advance.
- c. If a cash advance is still outstanding after 30 days, a notice will be sent to the department head or his/her designee

D. Policy

1. A cash advance should never be written for less than \$25, unless to UPS for freight charges (more than \$10), registered mail, or citations.
2. Cash advances should not be used for purchase of stamps, notarial journals, registration fees, etc. These expenses should go through proper channels to have a check issued for payment. (Exceptions will only be made in emergencies).
3. A person should never have more than one cash advance outstanding at one time, unless the expense claim has been turned in for the first one.
4. All cash advances should be cleared when an employee leaves the County's employment.

E. Reimbursement

1. All cash advances will be paid back out of Departments budget line items.
2. A check will be issued by the Accounts Payable department to pay back cash advances.
3. If the travel expense claim is for less than the original cash advance amount, a check from the employee should be paid to the Treasurer's office, and a copy of the receipt attached to the expense claim form when it is submitted to the Auditor's Office.
4. If the travel expense claim is for more than the original cash advance amount, a check will be issued by the Treasurer's office to reimburse the employee their additional expense.