

LC OPERATIONS MANUAL

13.6 CASH ADVANCES

- 13.6.1 Staff and volunteers may request temporary advances for expenses. These shall be reviewed by LC Executive Director and Director Administration.
- 13.6.2 All advances are subject to prior approval of eligible expenses, provision of original receipts, and full accounting requirements.
- 13.6.3 If cash is disbursed to another individual from this allotted cash advance, there must be written record of the person who is receiving it, the reason why, a copy of the receipt that they have submitted if applicable, and a signature that the individual has received the amount indicated.
- 13.6.4 If a cash advance is given, the recipient must sign the appropriate documentation to confirm that they have received the advance.
- 13.6.5 Reconciliations for cash advances must be completed and submitted with all back up receipts within 30 days of the final date of the applicable trip or project.