

# Obtaining Research Participant Cash Advances

The [Cash Advance Form \(CAF\)](#) and an Internal Billing e-doc will make up the advance request.

## Procedure

1. Research advances may be obtained by completing a Cash Advance Form (CAF) and attaching it to an Internal Billing (IB). The CAF is Exhibit 61-C in Section 61 Part VI of the Manual of Business Procedures. [Cash Advance Form](#)
2. The advance recipient is to prepare a Cash Advance Form (CAF) detailing the amount and purpose of the advance.
  - a. An Internal Billing (IB) with request for an advance of \$25,000 or more must be ad hoc routed to AVP/Dean/Associate or Assistant Dean/College Budget Officer for approval.
3. An Initiator (the advance recipient, the account Fiscal Officer (FO), etc.) will complete an Internal Billing (IB) document to charge the \$15 advance fee to a departmental account string (object code 6489) and credit income to account number XT022906, object code 4050.
  - a. In the 'Description' field of the IB, the Initiator is required to enter "Advance- Advancee's Last Name".
  - b. In the 'Explanation' field of the IB, the Initiator will include a brief reason for the advance request.
  - c. Initiator is required to attach the completed CAF to the IB.
4. The IB will automatically route for approval to the FO on the account charged (except if the FO is also the Initiator). By approving the IB, the Fiscal Officer is:
  - a. Approving the \$15 advance fee.
  - b. Approving the cash advance amount noted on the CAF.
5. Once approved at the departmental and college level (when required), the IB will route to Central Accounting for approval. As long as the amount, account numbers, and object codes are correct, and the Cash Advance Form has been attached, Accounting will approve the document, making it FINAL.
6. A non- interest bearing promissory note will be issued for each advance, which specifies the repayment date.
7. The promissory note will be attached to the original IB document (along with a wire transfer form, in the event that a wire is required). The initiator will be notified by e-mail that the promissory note is ready.
8. The initiator will obtain the signature of the advance recipient on the promissory note and e-mail it, along with the wire transfer form if needed, to [accounting@ctrl.msu.edu](mailto:accounting@ctrl.msu.edu).
9. A Disbursement Voucher (DV) will be processed by Accounting to facilitate a payment being issued to the advance recipient. The payment will be processed in one of two ways:
  - a. Active MSU employees will receive their advance in the same manner that they receive their payroll payments – via direct deposit, pay card, or check, unless otherwise specified.
  - b. Non MSU recipients will receive payment via wire. Payment via wire requires the wire transfer form described in step 7.