



Non-Travel Advance Request Form

NT1

Version 1.0

Finance - Delivering Financial and Service Excellence

This form is to be used to request a cash advance for UNSW business-related purposes excluding travel. If a cash advance is required for travel, use the

This is a pdf writeable form and can be typed (preferred method).

Accounts Payable Use Only

NTA		Voucher ID	
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Employee Details

Name	_____	Employee ID	_____
School/Faculty/Division	_____	Phone	_____
Email	_____		
Administrative Contact Name	_____	Phone	_____

Advance Details

Purpose of Advance	_____ _____ _____		
Date Advance Required	_____	Advance Amount	_____
Settlement Date	_____	Comments	_____ _____ _____

*Please be aware that if your advance is not settled within **6 months** of the advance date, then your department/project may be charged with Fringe Benefits Tax.*

*Provide comments if settlement date is greater than **3 months** after advance date.*

Accounting

Account	Fund	Dept	Project	GST Type	Amount (excl GST)	GST Amount	Total Amount (incl GST)
7572				EXAD		\$0.00	

Employee Declaration

I confirm that I will submit a settlement of this advance as per the settlement date above.

Name	_____
Signature	_____
Date	_____

Approved By

Requires approval by a UNSW financial delegate.

Name	_____
Employee ID	_____
Email	_____
Phone	_____
Date	_____
Signature	_____

How to submit this form

1. Complete and sign the form with Approval from a Financial delegate.
2. Email completed form to Accounts Payable invoiceap@unsw.edu.au
3. Payment will be made 5 working days prior to required date. Please allow 3 working days for Accounts Payable to process.