

CASH CARD AND NON-TRAVEL CASH ADVANCE PROCEDURES 2021

Issued by: Chief Financial Officer

Dated: 11 November 2021

Last amended:

Signature:

Name: Wayne Andrews

1 Purpose and application

- (1) These procedures:
- (a) provide when cash cards and non-travel cash advances can be issued;
 - (b) provide the management and responsibilities of cash card and non-travel cash advance recipients; and
 - (c) apply to staff, students, affiliates and recipients involved in providing and receiving cash cards and non-travel cash advances.

2 Commencement

These procedures commence on 1 November 2021.

3 Interpretation

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| ATO | means the Australian Taxation Office. |
| cash card | means a prepaid cash card that allows the withdrawal of cash by the recipient. |
| clinical trial co-ordinator | means the person responsible for managing the clinical trial project. |
| FCT | means Financial Control and Treasury Unit. |
| non-travel cash advance | means a cash advance issued to staff in the travel and expense management system that is not a travel cash advance. |
| organisational unit | means the accountability area (e.g. a faculty, school, University school, responsibility centre, administrative unit). |

- research co-ordinator** means the person responsible for managing the research project.
- visiting international student or academic** means a person approved as such in writing by Human Resources.

PART 1: CASH CARD

4 General principles

- (1) Cash cards may be issued if:
 - (a) there is a demonstrated University need for the card; and
 - (b) it is approved by the relevant delegate.
- Note:** See [University of Sydney Delegations of Authority Rule 2020](#)
- (2) For each cash card issued, delegates must:
 - (a) check that funding is available: and
 - (b) relevant grant conditions are met.
- (3) Cash cardholders must comply with all relevant University policies and procedures, including:
 - (a) [Staff and Affiliates Code of Conduct 2021](#);
 - (b) [Procurement Policy 2019](#);
 - (c) [Travel Policy 2018](#);
 - (d) [Travel Procedures 2018](#); and
 - (e) [Non-allowable Expense Procedures 2018](#).
- (4) Each cash card is issued in an individual's name. Sharing of the card is not permitted.

5 Use

- (1) Cash cards can be used for:
 - (a) visiting international students and academics for daily living allowance while in Australia; and
 - (i) cash cards should only be issued when the visiting international student or academic does not open an Australian bank account. The University's preferred method is for visiting international students and academics to receive payment to their local or international bank account, through a [payment request form in UniBuy](#).



- (ii) the maximum daily living allowance is the [ATO reasonable travel allowance rate](#) payable for up to 42 days. Organisational units may provide different daily allowances in exceptional circumstances, including contract agreements.

Note: The ATO reasonable travel allowance rate includes accommodation, food and drink, and incidentals.

- (iii) reimbursement of additional travel expenses (such as economy airfare and visa fees) are paid to the visiting international student or academic through a payee non-purchase order payment in the accounts payable system.
- (iv) accommodation, if required, can be arranged by the organisational unit through the University's appointed travel management company and acquitted through the travel and expense management system. If accommodation is arranged by the organisational unit it cannot be included in the daily living allowance paid to the visiting international student or academic.

Note: Visiting international students and academics must have a valid visa and are not allowed to engage in paid work while in Australia.

- (b) research and clinical trial co-ordinators, for cash payments in person to research and clinical trial participants; and
 - (i) The University's preferred method is for non-travel cash advances to be obtained and acquitted by the research and clinical trial co-ordinator through the travel and expense management system.
- (c) other exceptional circumstances, subject to approval by the Treasurer, FCT.

(2) Cash cards have a limit of \$5,000 and can only be used in Australia.

(3) Cash cards are only valid for a maximum of one year from date of issue.

6 Cash card issue and acquittal

(1) The Treasury Unit, FCT manage the issue of cash cards.

(2) Organisational units must complete a cash card payment request in UniBuy, attaching all relevant supporting documentation.

(a) UniBuy will generate the appropriate delegate approval and send the request to Treasury Unit, FCT for approval by the Treasurer, FCT.

(b) UniBuy will generate the appropriate general ledger journal transfer, charging the organisational unit for the value of the cash cards issued.

(3) The Treasury Unit arrange the issue of the cash card.

(a) The cash card recipient collects the card from the Treasury Unit and must show their passport (for visiting international students or academics) or driver's licence as proof of identity.

- (4) The cash card recipient is responsible for the acquittal of 'research and clinical trial' and 'other' cash card in UniBuy.
 - (a) The cash card recipient must upload and attach:
 - (i) any tax invoices; and
 - (ii) details of cash payments made to research and clinical trial participants.
- (5) Organisational units can request a cash card top up in UniBuy. For cash cards requiring acquittal, top up will not be provided until the acquittal of the previous cash balance has been completed in UniBuy.

7 Responsibilities

- (1) **Treasury Unit, FCT** is responsible for managing the issue of prepaid cash cards and reviewing the use of prepaid cash cards six monthly.
- (2) **Research and clinical trial co-ordinators** that are provided with a cash card are responsible for maintaining a manual register of cash payments made to each participant and acquitting the cash card in UniBuy.
- (3) **Other cash card recipients** will be advised by Treasury Unit, FCT if they have any acquittal responsibilities.

PART 2: NON-TRAVEL CASH ADVANCE

8 General Principles

- (1) Non-travel cash advances can be issued to staff if:
 - (a) there is a demonstrated University need for the cash advance; and
 - (b) it is approved by the relevant delegate.
- (2) For each cash advance issued, delegates must check that funding is available, and relevant grant conditions are met.
- (3) Cash advance recipients must comply with all relevant University policies and procedures, including:
 - (a) [Staff and Affiliates Code of Conduct 2021](#);
 - (b) [Procurement Policy 2019](#);
 - (c) [Travel Policy 2018](#);
 - (d) [Travel Procedures 2018](#); and
 - (e) [Non-allowable Expense Procedures 2018](#).

9 Use

- (1) Non-travel cash advances in the travel and expense management system can be used for:
 - (a) research and clinical trial co-ordinators; and
 - (b) cash payments in person to participants.

- (2) All non-travel cash advances must be acquitted in the travel and expense management system with the co-ordinator entering recipient details.
- (3) All non-travel cash advances must be acquitted within 90 days of issue in the travel and expense management system.
- (4) All prior non-travel cash advances must be acquitted before any further non-travel cash advances are approved.

10 Non-travel cash advance issue and acquittal

- (1) Research and clinical trial co-ordinators should request non-travel cash advances, and have them approved, through the travel and expense management system at least 10 working days prior to needing the funds.
- (2) Non-travel cash advances will be paid directly to the co-ordinator's nominated bank account through the travel and expense management system.
- (3) To acquit cash advances in the travel and expense management system, a co-ordinator must:
 - (a) create an Expense Report and assign the cash advance to it;
 - (b) acquit all transactions including recipient details;
 - (i) upload and attach any tax invoices.
 - (c) in the Expense Report either assign any unused cash advance amount to the expense type "cash advance return" or request any out-of pocket reimbursements; and
 - (d) submit the Expense Report and attachments for online approval through the travel and expense management system.
- (4) Unspent funds from a non-travel cash advance must be deposited to the University bank account using the 'Payments to the University' system and entered as a Non-travel Cash Advance Return when submitting an Expense Report in the travel and expense management system.

11 Responsibilities

- (1) **Research and clinical trial co-ordinators** that are provided with a non-travel cash advance are responsible for the recipient acquittal of the advance in the travel and expense management system.

NOTES

Cash Card Procedures 2021

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| Date adopted: | 11 November 2021 |
| Date registered: | 15 November 2021 |
| Date commenced: | 1 November 2021 |

Administrator: Director, Financial Control and Treasury and Chief Procurement Officer

Review date: 1 November 2026

Rescinded documents:

Related documents: [University of Sydney \(Delegations of Authority\) Rule 2020](#)

[Staff and Affiliates Code of Conduct 2021](#)

[Procurement Policy 2019](#)

[Travel Policy 2018](#)

[Travel Procedures 2018](#)

[Non-allowable Expense Procedures 2018](#)

AMENDMENT HISTORY

Provision Amendment

Commencing