ESAC Treasurer Training
Deadline for Submitting Cash Advance Paperwork:
*Last Business Day of the Month Before the Event.*

**Spending**

**Cash Advance**

- Fill Out Cash Advance Form
  
  MAKE SURE YOU SIGN THE FORM
  
  (Official Form is called *Travel or Entertainment Advance Request*)

- Associate Director will take it to the Business Office
  & Get Appropriate Signatures from the Business Administrator

- Pick up Approved Cash Advance Form
  
  From 111 Towne

- Take it to 308 Franklin Building between 11:00am and 3:00pm
  
  Bring your Valid Penn ID
  
  Should be requested no more than 5 days prior to date of travel or event.

- Pick Up money @ Cashiers Office

**Pay Out of Pocket**

(Cash or Credit)
ESAC Treasurer Training
Deadline for Submitting Reimbursement Paperwork:
*Last Business Day before the end of the Month*

Reimbursement

- **Cash Advance**
  - Expense Type: All Expenses
  - Fill out Both Parts Petty Travel and Entertainment ER (C1 & C1A Forms) & Statement of Business Connection
  - Required: Original Itemized Receipts
  - Submit Forms & Receipts To 111 Towne
  - Receive check in the mail, or by direct deposit. Takes ~6 weeks.

- **Under $50**
  - Expense Type: All Expenses
  - Fill out Petty Cash Voucher
  - Required: Original Itemized Receipts.
  - Submit Form and Receipts To 111 Towne
  - Associate Director will sign & Put in Folder Marked “Items to Pick Up” in 111 Towne

- **Over $50**
  - Expense Type: Long-term goods: Trophies, Equipment, Honoraria, etc.
  - Fill out Forms C-368 Request for Payment & Statement of Business Connection
  - Required: Original Itemized Receipts
  - Submit Forms and Receipts To 111 Towne
  - Receive check in the mail, or by direct deposit. Takes ~6 weeks.

  - Expense Type: Consumables and Entertainment Food, Drinks, Tickets
  - Fill out Both Parts Petty Travel and Entertainment ER (C1 & C1A Forms) & Statement of Business Connection
  - Required: Original Itemized Receipts
  - Submit Forms & Receipts To 111 Towne
  - Receive check in the mail, or by direct deposit. Takes ~6 weeks.

**Note:** Check History of Reimbursements over $50 at [www.upenn.edu/u@penn](http://www.upenn.edu/u@penn) under My Reimbursements.

**Before you submit paperwork please make sure:**
1. All Personal Information is completed.
2. The form is signed with your signature.
3. All Receipts are Itemized.
4. All Receipts are Originals.