

Reference No. : CUCMS/FIN/ADV/01 (092010)



CYBERJAYA UNIVERSITY COLLEGE OF MEDICAL SCIENCES (CUCMS)

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FINANCE CIRCULAR NUMBER 01

2010

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STAFF ADVANCE POLICY 2010

FINANCE DEPARTMENT, OCTOBER 2010

Copied to: Chairman, In-Fusion Education Sdn. Bhd.  
Chairman, CUCMS's Board of Governor.  
President, CUCMS  
All Deans,  
All Directors,  
All Heads of Department  
All Staff

CYBERJAYA UNIVERSITY COLLEGE OF MEDICAL SCIENCES

CUCMS/FIN/ADV/01 (10/2010)

20<sup>th</sup> OCTOBER 2010

**FINANCE CIRCULAR NO. 01/2010**

STAFF ADVANCE POLICY NO. 1/2010

**1.0 OBJECTIVE**

This circular seeks to inform all staff of the Cyberjaya University College of Medical Sciences about the policy and procedures of staff advance.

**2.0 BACKGROUND**

This policy governs:

- a) Instate, out-of-state and international travels hereinafter referred to as "travel", for all individuals traveling on behalf of or at the request of CUCMS including Academic and Non Academic Staff, referred to as "staff".
- b) An emergency cash advance for related university affairs.

**3.0 OBLIGATIONS & CONSEQUENCES**

It is important that staff clearly understand their obligations and the consequences of receiving an advance. In particular, they need to understand that:

- i. A minimum of seven (7) working days notice is needed for the processing of their advance application.
- ii. To apply for a Staff advance, a completed "Advance Request Form" is to be submitted to the Head of Department for approval. The Head of Department is responsible for ensuring the accuracy of the data, the validity of the expenses and the compliance with the University Policy. Failure to submit a completed application or any of the mandatory attachments will result in delays in processing the application.
- iii. Advance application forms must be approved by the Head of Department and they **MUST HAVE** an approval signature either by the Registrar or Managing Director. Incomplete submission will be rejected by the Finance Department.
- iv. The total advance to be released is subject to the management approval.
- v. Staff is required to do the advance clearance within 30 days after the receipts date. Failure to do so, the unpaid advance will be deducted from staff salary in the following month.
- vi. If the unpaid balance is not fully settled, staff is not eligible to apply for another advance in the future.

## **4.0 ADVANCE APPLICATION PROCEDURES.**

### **4.1 APPLICATION FOR THE ADVANCE**

Staff is required to:

- i. Justify a need/purpose for a staff advance.
- ii. Complete the "Staff Advance Request Form" and obtain the Head of Department approval.
- iii. Receive an approval from the Registrar or Managing Director before the form is submitted to the Finance Department.
- iv. The application form should reach the Finance Department minimum 7 working days prior to the date advance is needed.

### **4.2 SETTLING FOR THE ADVANCE**

Staff is required to:

- i. Prepare claim reimbursement vouchers and attach with the original receipts or supporting documentations to justify staff advance expenditures. (The voucher must be supported by original receipts.)
- ii. Clearly quote the types of expenses incurred and ensure it is classified correctly according to the cost centre. (The voucher must be approved by the head of the department.)
- iii. Submit the vouchers, original receipts and together with the approved Staff Request Form.
- iv. Ensure the vouchers is correctly verified by the head of department and approved by the Registrar or the Managing Director.
- v. Submit the clearance form within 30 days after the receipts date.

## 5.0 ROLES OF THE FINANCE DEPARTMENT

### 5.1 UPFRONT THE ADVANCE

The Finance Department shall:

- i. Ensure the "Staff Advance Request Form" is fully completed and correctly authorized.
- ii. Verify that the staff has no outstanding advance before releasing the advance.
- iii. Give the copy of the "Staff Advance Request form" to the staff.
- iv. Advance the money and complete the "Advance Receipt Section".

### 5.2 SETTLING THE ADVANCE

The Finance department shall:

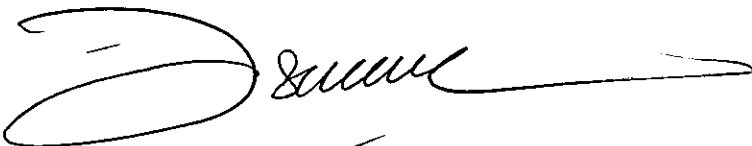
- i. Verify the staff claim vouchers and receipts and calculate the amount that is due to the staff.
- ii. Complete the "Settlement Section" of the form.
- iii. Send memos to the staff whose cash advance has not been settled after 30 days of the receipt date.
- iv. Advise the staff to submit their clearance form before 15th of the following month. If no submission is made, the Human Resources department will deduct the amount due in the payroll, in that month without prior notice.

This Circular is effective from 29<sup>th</sup>. October 2010.

Thank You.

**"NURTURING THE PASSION TO CARE"**

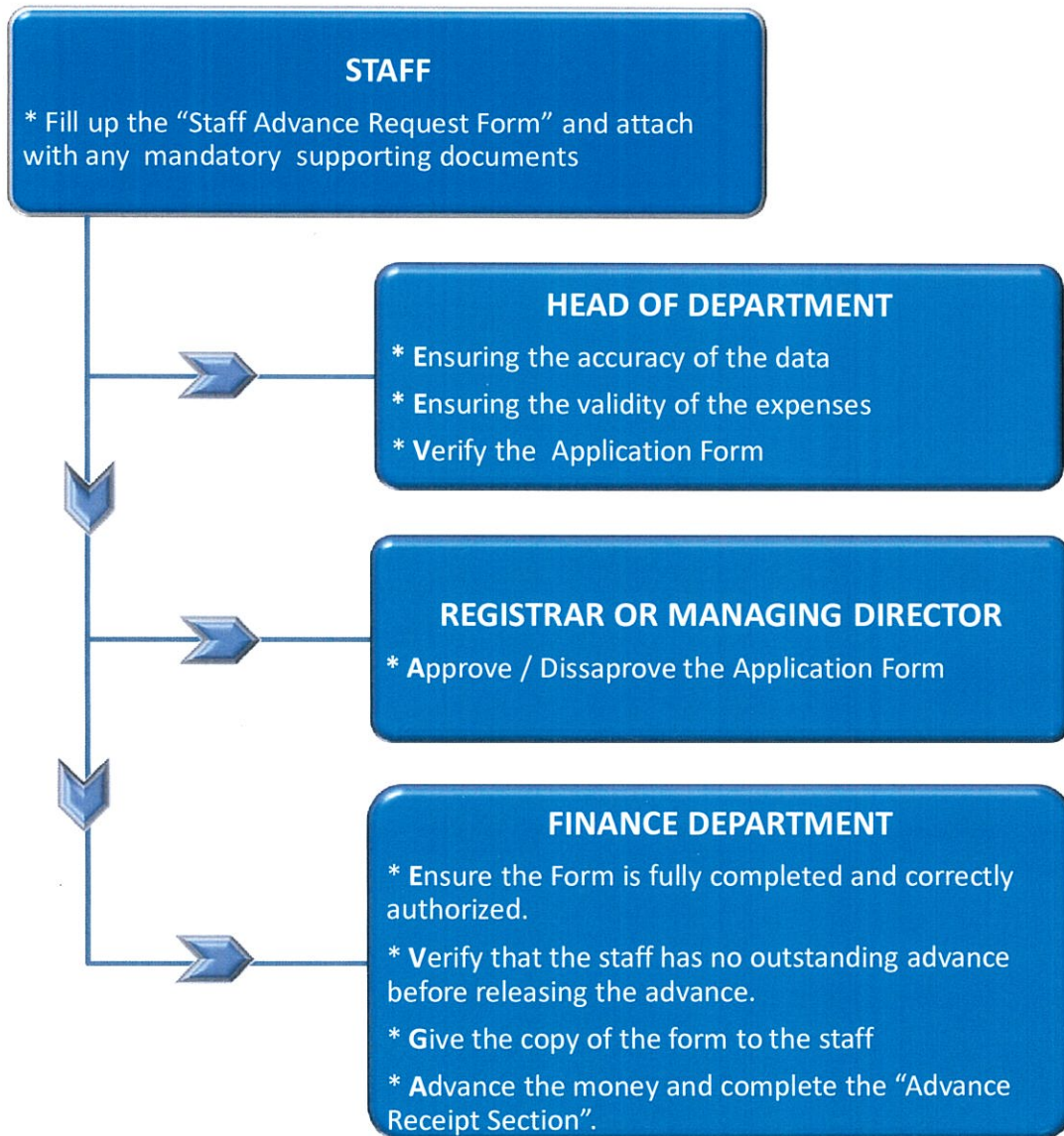
Yours Sincerely,



(ASSOC. PROF ISMAIL BIN MAT)

Registrar

**FLOW CHART : APPLICATION OF STAFF ADVANCE**



**FLOW CHART :ADVANCE SETTLEMENT**

