
 <b>Environment, Health &amp; Safety Office</b>	<b>SOP #:</b> EHS-04-005
	<b>Date Issued:</b> 1/11/07
	<b>Date Revised:</b> 10/18/10
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<b>SOP Author:</b> Melissa Kavlakli	<b>Approval:</b>   <u>Lou DiBerardinis</u> Director, EHS

## Financial Approvals for: Request for Payments & Cash Advances

### Compliance with Institute Procurement Policies and Procedures

As a minimum, EHS personnel will comply with Institute policies and procedures regarding Request for Payments and Cash Advances. In addition to compliance to Institute policies and procedures, there are EHS Office approval processes. Failure to follow these processes will cause delay in requests.

The appropriate MIT Financial forms need to be printed and completed before a signature of approval can be given and the form processed. <http://controllers.mit.edu/>

The Institute policies and procedures on Request for Payments and Cash Advances are found at:

[http://web.mit.edu/cao/www/FRC/FRC\\_s3.3.html](http://web.mit.edu/cao/www/FRC/FRC_s3.3.html)

[http://controllers.mit.edu/site/travel/policies\\_procedures/mit\\_p\\_p](http://controllers.mit.edu/site/travel/policies_procedures/mit_p_p)

Also, all personnel are expected to follow a high ethical standard and good business practice whenever encountering a situation not specifically addressed by MIT policy. Questions regarding policy and business practice compliance should be addressed to Personnel Administrator or the EHS Director.



### Financial Responsibility Statement

Financial responsibility and accountability for the EHS Office is the responsibility of the Director of EHS. This includes maintenance of spending data, and reporting to the Senior Administration.

The EHS Office Administrative Assistants assist the Personnel Administrator and Director in record keeping, maintenance of financial information and reporting.

The EHS Office will:

- Comply with Institute policies and procedures.
- Above and beyond Institute policies and procedures, we will follow specific procedures within this document.

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- Any conflicts or uncertainties should be referred to Personnel Administrator or the Director of EHS Office for clarification.

## EHS Financial Roles & Responsibilities

### **Personnel Administrator / EHS Director:**

May initiate Requests for Payments and Cash Advances. Needs to verify forms and approve payment with signature and return forms to EHS Office Administrative Assistants for processing.

### **EHS Office Employees:**

May initiate Requests for Payments and Cash Advances. Must get approval from Personnel Administrator, EHS Office Director or Deputy Directors to use funds and provide all necessary receipts and information to Program Administrative Assistants to process the appropriate financial forms.

### **Program Administrative Assistant:**

Coordinates all program financial requests by processing the appropriate financial forms. Must get signature approval from Personnel Administrator or EHS Office Director.

## Financial Approval Process: Summary Sheets

Subject: **Travel Advance**

- This document describes the EHS procedure for use of Travel Advance

- Initiated by: Any EHS staff member
- Financial Approval: Personnel Administrator / Director, EHS Office

### Use of Funds

Cash advances in amounts anticipated to cover incidental and out-of-pocket expenses of a trip are available upon completing a properly approved Travel Advance Request form

<http://vpf.mit.edu/site/travel/forms> , including the Financial approval signature and sending it to the Travel Office located in NE49-4037. Cash advances should not be requested for use in purchasing tickets. The Institute will not ordinarily give travel advances or prepaid tickets to anyone who has unreported cash advances or tickets more than 30 days old. For the convenience of travelers, advances (including travelers' checks when necessary) may be picked up in Room NE49-4122 after the required travel information has been supplied to the Travel Office. Frequent travelers may apply for an Institute paid Diner's Club Charge Card. These charge cards may be used for Institute-related expenses such as auto rentals, lodging, meals and miscellaneous purchases. For information relative to this program please call the Travel Office on Extension 3-2753.

**Travel advances in an amount that exceeds the actual expenses of a trip must be returned to MIT when the travel expense voucher is submitted. If this is not done within the timeframe as required by the new tax law changes, the excess monies must be treated as salary. This change is explained in detail in Appendix I.**

### SOP for Travel Advances

Requestor must complete the *Seminar/Conference Attendance and Travel Request Form* in advance. The form can be found at the EHS Office front desk.

- Requestor: submits form to program Deputy Director and EHS Director for signature approval
- Requestor: submits trip information and amount requesting for Travel Advance to Personnel Administrator

Personnel Administrator, program Administrative Assistant: completes a Travel Advance form. <http://controllers.mit.edu/site/travel/forms>

- Gets signature from authorized financial approver (Personnel Administrator or EHS Director)
- Makes copy of entire document, including any backup that might have been provided and submits originals to Travel Office: NE49-4037

## Financial Approval Process: Summary Sheets

Subject: **Request for Payment**

- This document describes the EHS procedure for use of Request for Payments
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- Initiated by: Any EHS staff member
- Financial Approval: Personnel Administrator / Director, EHS Office

### General Description

Non-travel cash disbursements, usually reimbursements for goods and services already paid for by the individual submitting the request for payment. In most cases, there is no PO associated with these transactions.

### SOP for Request for Payments

- Requestor: submits all original receipts to program Administrative Assistant with reason for purchase, what items were for and if applicable who attended.

Program Administrative Assistant: completes an online Request for Payment form.

[http://web.mit.edu/sapweb/PS1/procurement\\_home.shtml](http://web.mit.edu/sapweb/PS1/procurement_home.shtml)

- Completing all necessary steps, including scanning receipts and sending it to Personnel Administrator or EHS Director for approval.
- Personnel Administrator or EHS Director will approve submission and it will be sent on to Accounts Payable for payment to be direct deposited into payee's account. Checks can be cut when necessary.
- Print a copy of completed online form, attach original receipts and give to Personnel Administrator for filing.