



Advances for Expenses Policy

Document Type	Policy
Document owner	Andrew Dyer, Finance Director
Approved by	Management Board
Approval date	March 2022
Review date	July 2023
Version	1.0
Amendments	Currently a single paragraph within the 'Financial Regulations 2020'. Previously a section within the 'Expenses and Benefits Manual 2016'.
Related Policies & Procedures	Expenses Policy

1. SCOPE

- 1.1 This policy applies to all staff applying for an advance for future expenses on all LSHTM activities, regardless of the type and source of funding.
- 1.2 The policy does not apply to staff that have already incurred expenses.
- 1.3 The policy does not apply to staff seeking a salary advance.
- 1.4 The policy does not apply to project partners seeking a funding advance.

2. PURPOSE AND OVERVIEW

- 2.1 It is expected that when incurring expenditure on LSHTM activities, the normal routes to do so will be:
 - 2.1.1 Raise a Purchase Order (PO) to a recognised and approved supplier. Further details can be found in the Procurement Policy;
 - 2.1.2 If a PO is not possible, then expenditure may be incurred on an LSHTM credit card. These should be for low-value and irregular type items. Further details can be found in the Credit Card Policy;
 - 2.1.3 Where neither a PO or use of a credit card are suitable, staff may incur the expenditure personally and seek reimbursement in line with the Expenses Policy.
 - 2.1.4 Expenditure such as flights and hotels should wherever possible go through the one of the Schools travel agencies.
- 2.2 Where the normal routes cannot apply, then an advance for expenses can be applied for in line with the terms of this policy.
- 2.3 Before an advance is applied for, staff must first identify an appropriate Agresso sub-project code, ensuring that the associated budget is adequate to cover the costs.



3. POLICY

- 3.1 Advances are intended to be used for overseas travel expenses only (i.e. for journeys to a country outside of normal place of work) and should only be used when the normal expenditure routes cannot apply.
- 3.2 Advances are issued for specific purposes and should only be used for those purposes.
- 3.3 Advances should be kept to a minimum.
- 3.4 Unspent advances must not be carried forward to future trips.
- 3.5 Advances should not be used to pay collaborators, they should invoice the school as per their contracts.
- 3.6 No further advances will be issued to an applicant whilst they have an advance outstanding.
- 3.7 The School reserves the right to recover any uncleared advances from any monies owed to the applicant, such as their LSHTM salary.

4. PROCESS and APPLICATION

- 4.1 To apply for an advance, the applicant must complete the [online form](#).
- 4.2 Only once the project approver has approved the application then the Finance team will be able to review the application. Note that an applicant cannot approve their own advance. If additional information is required then this will be requested by Finance from the applicant. All advances over £10,000 and charged to a research grant will require further approval by the Research Operations Office, which Finance will seek to obtain.
- 4.3 If the advance is approved by all parties by close of day Monday, then the earliest payment date will be Friday that same week. For advances approved after Monday, the earliest payment date will be Friday the following week.
- 4.4 Advances will only be issued in GBP, by bank transfer into the applicant's bank account details held by payroll.
- 4.5 If foreign currency is required, the applicant can convert the funds using a foreign exchange bureau of their choice, either online, locally or at an airport.
- 4.6 Advances must be cleared by submission of an expenses claim form. This should be submitted as soon as possible and no later than seven working days after the date of return. The form should be submitted to Finance via service desk.
- 4.7 It is the responsibility of the individual taking the advance to reconcile the advance and provide receipts.
- 4.8 Repayment of unspent advances should be done by bank transfer. The LSHTM bank details will be sent to the applicant on submission of the reconciliation.
- 4.9 Further details on the process, application and reconciliation of advances can be found on [servicedesk](#).