Advances for Expenses Policy

Document Type	Policy
Document owner	

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.