

Relief Unlimited - advance regulations

Personal advances

- Personal advances are only given to staff members in exceptional circumstances.
- The organisation may refuse to give personal advances without justification.
- A staff member must request a personal advance in writing and provide justification.
- The programme manager is the only person who may authorise a personal advance and must do so in writing.
- Personal advances are recovered in full from the next salary payment due to the staff member unless the programme manager has exceptionally approved an alternative repayment schedule in advance and in writing.

Programme advances

- Programme advances are provided to staff members for the purpose of making programme payments on behalf of the organisation. They may not be used for personal expenditure.
- Staff members shall take all reasonable precautions to prevent the loss or theft of any programme advances.
- Receipts shall be obtained for all payments.
- A police report is required for any cash, cheques, purchases, etc which are lost or stolen.
- Programme advances shall generally be accounted for or returned by the end of the calendar month in which they are received, but in no case later than the end of the calendar month following the month in which they are received.
- Further programme advances shall only be provided once outstanding programme advances have been accounted for.
- If programme advances are not fully accounted for within the agreed time, the organisation may deduct any outstanding balance from the staff member's salary.

All advances

- Any outstanding advances will be recovered in full from the final payment due to a staff member who leaves the organisation for whatever reason.

Declaration

I have read and understood the above regulations and by signing below, I agree to abide by them.

Date	Staff member's name	Staff member's signature
