

Policy Number: BP017EN
Last Review: 28 Feb 2018

1. PURPOSE

Employees and SGA students may receive funds for reasonable future AUP expenses and/or ask for a direct advance to a supplier by requesting an advance payment from the Finance & Accounting Office. This policy describes the advance payment request procedure that must be followed for auditing reasons, and to ensure compliance with laws and regulations.

2. WHO IS AFFECTED BY THIS POLICY

Employees and SGA students.

3. POLICY STATEMENT

AUP differentiates two types of advance payment requests:

A. SUPPLIER ADVANCE PAYMENT REQUEST (INVOICE NOT PROVIDED)

Suppliers can request an advance payment (partial or full) in the following cases:

- to confirm an order; or
 - for goods awaiting delivery or services to be (but not yet) provided.
- a. Advance payment requests must be submitted with an order form copy, letter, or pro forma invoice.
 - b. The cost center manager must sign advance payment requests before submitting to the Finance & Accounting Office.
 - c. New suppliers must provide bank details.
 - d. Once goods or services are delivered/provided, an original invoice must be sent to the requestor who must review, approve, and send to the Finance & Accounting Office. The invoice should bear the 'payment settled or partially settled' reference and the Finance & Accounting Office will settle the final amount with the installment deducted.
 - e. Invoices must include thorough legal information.
 - f. Invoices must give a detailed description of the billed services.
 - g. Invoices must be addressed to "The American University of Paris" (not translated).
 - h. The cost center manager must approve and sign invoices.

B. EMPLOYEE ADVANCE PAYMENT REQUEST

- personal expenses made on behalf of AUP (business trips, professional purchases)
 - salary advance for personal reasons (contact The Office of Human Resources)
- a. The employee and the cost center manager must sign advance payment requests before submitting to the Finance & Accounting Office.
 - b. For requests made by a cost center manager, a second signature is required (Provost, Vice-President, or President).
 - c. For business trips, provide a copy of the approved *ordre de mission* (see policies HR007EN and HR007FR: Professional Travel / *Les déplacements professionnels*).
 - d. Submit the properly signed expense report (with receipt(s) attached) to the Finance & Accounting Office within 30 days following the trip or purchase expenditure. If the 30-day deadline is not met, the advance will be deducted from the employee's monthly salary.
 - e. Should the expense amount be lower than the advance, attach the expense receipt to the expense report form, and the delta will be reimbursed.
 - f. Should the expense amount be larger than the advance, the difference will be reimbursed with the cost center manager's approval.
 - g. Original invoices and receipts are compulsory. Employees should keep copies of forms and receipts for their own records.
 - h. Auditors visit the AUP Finance & Accounting Office yearly. The Finance & Accounting Office must prove that AUP has diligently followed the advance payment process and provide the auditors with the required documents.

Access the full procedures here:

[Procedures for Advance Payment Requests](#)

[Procedures for Orders, Invoices, Payments](#)

[Procedures for Cost Centers](#)

4. RESPONSIBILITIES

Office of Human Resources	Approves all <i>ordres de mission</i> ; grants salary advances. (Employees should contact HR regarding these matters.)
Employees	Correctly fill out advance payment request form and obtain manager approval and signature. After goods delivery or services rendered, send the original invoices to the Finance & Accounting Office.
Department supervisor/manager	Review and approve advance payment requests. Take full responsibility when agreeing to and signing advance payments.
Finance & Accounting Office	Process and pay advance payments, provided that procedures have been followed correctly.

5. DEFINITIONS

AUP	The American University of Paris
SGA	Student Government Association

6. APPROVALS & HISTORY

Last review February 28, 2018.

Next review November 1, 2021.

7. ISSUING OFFICE AND CONTACT

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