

	Standard Operating Procedures GHCD	DOC NO: 4.7.1	ISSUE: 2
		REVISION DATE: 1 December 2019	REV. NO: 1
TITLE	Cash Advance Procedure	PAGE: 1/2	

1.0	Abbreviation		
	1.1	RAF	Request for Advance Form (from GFTD)
	1.2	RATF	Request for Advance (Travelling) Form
	1.3	HOD	Head of Company/Division/Department
	1.4	GFTD	Group Finance & Treasury Division
	1.5	ECF	Expenses Claim Form
	1.6	GHCD	Group Human Capital Division
2.0	Cash Advance Procedure		
	2.1	This procedure is to ease the current practice of the staff advance either for the purpose of outstation travelling, purchase of goods, servicing vehicles or to execute official documents, etc.	
3.0	Procedures: Application for Cash Advance		
	3.1	Cash advance requestor is required to complete the RAF or to submit memorandum. For outstation travelling, please use the RATF .	
	3.2	Estimate the amount and justify for cash advance. The completed form must be submitted to respective HOD for approval.	
	3.3	Submit approved the RAF to GFTD for cheque processing.	
4.0	Group Finance & Treasury Division (GFTD)		
	4.1	GFTD to check and ensure supporting documents are accurate and complete.	
	4.2	GFTD must also ensure that previous cash advances have been cleared.	
	4.3	Cash advance request can be rejected if previous cash advance is not cleared or recipient regularly fails to provide necessary documents.	
5.0	Cash Advance Reconciliation		
	5.1	Reconciliation of cash advance taken must be made in line with the policy and procedures of GFTD.	
	5.2	In the event the actual expenses claimed are lesser than the cash advance taken, the balance must be returned to GFTD together with the ECF .	
	5.3	If the trip/event/purchasing of goods is cancelled, the staff must return the cash advance to GFTD on the actual date of the proposed trip/event or earlier.	

