**PURPOSE:** Payments for human subjects must be approved by the IRB and must follow GWU policy.

**REQUIREMENTS:** Funding for these payments are initiated by a cash advance request in Concur or by cash advance from a Procurement card. Payments should be reconciled within 90 days of the original transaction or earlier if award is near its end.

**PROCESS:**

1. Initiator completes a cash advance request in Concur. Instructions for requesting/approving and allocating a cash advance is on the following page.
2. Request goes to the department manager or your default approver (not OVPR) for approval.
3. Accounts Payable reviews and issues.
4. Payments are made and logged.
5. Advance is reconciled in Concur once all payments are made. Payment log is uploaded as backup documentation.
**How to Submit a Cash Advance Request**

1. In the **Cash Advances** section of the **My Concur** page, click the **New Cash Advance** button
2. In the **Cash Advance** page, enter
   - Cash Advance Request Name
   - Amount
   - Purpose of advance
   - Start date research advance will cover
   - End date research advance will cover
   - City research is taking place in
   - Comment – to be used if additional information would prove useful for approval.
3. Click **Submit**
4. Click the **Accept** button after confirming that the request fields are entered correctly
5. If you have not set up a default approver, enter the approver’s email address in the **Select Approver** window, then click the **OK** button
6. After the cash advance has been approved by your specified approver and issued by Accounts Payable, you will receive the following email:

**Approve a Cash Advance**

1. On the **My Concur** tab, under **Approval Queue**, click the cash advance name (link) to open the report
2. On the **Cash Advance Approval List** page, select the applicable cash advance
3. To view comments for the request, click the **Comments** button
4. To view the history of the request, click the **Audit Trail** button
5. To approve or reject the request, click the **Approve** or **Reject** button as applicable
6. In the **Comments**, enter comments as applicable, then click the **OK** button

**Assign a Cash Advance to an Expense Report**

1. On the **Expense Report** page, click **Details** then select **Cash Advances – Available**
2. In the **Cash Advances** window, select the applicable cash advance
3. Click the **Assign Cash Advance to Report** button
4. Assign all expenses for reimbursement and PCard charges and submit the expense report

   1. If you have an unused cash advance balance, on the **Expense Report** page, click **New Expense**
   2. On the **New Expense** tab, select the Cash Advance Return expense type
   3. On the **New Expense** tab, enter the following (fields highlighted in red on the left are mandatory):
      - Expense Type (defaults from prior screen)
      - Transaction Date:
      - Business Purpose: Unused cash advance
      - Vendor Name:
      - City
      - Payment Type – Out of Pocket
      - Amount
      - Comment
5. Submit check or money order to:
The George Washington University
Accounts Payable Services
45155 Research Blvd – Suite 205
Ashburn VA 20147

Questions: Albert Talley  atalley@gwu.edu  (703) 726-8566

George Washington University
Human Subject Disbursement Log

IRB #:

Title of Protocol:

Funding Source [PTA]:

<table>
<thead>
<tr>
<th>Date</th>
<th>Participant Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| TOTAL |                  |        |