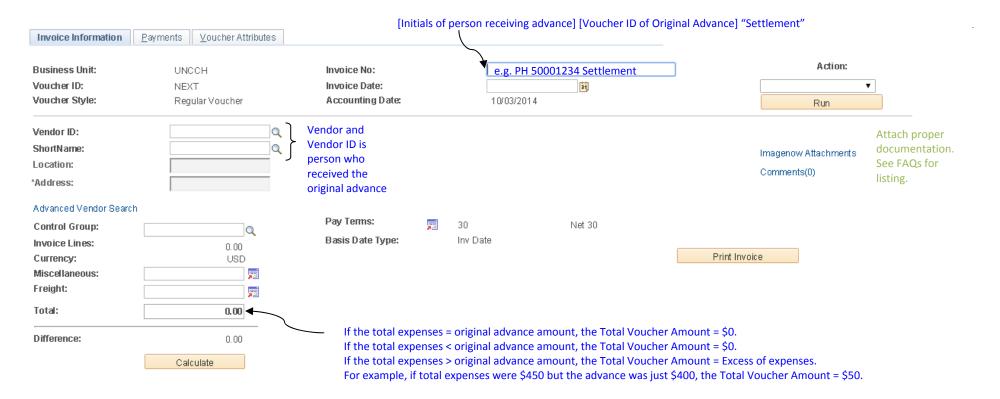
## Settlement of a Cash Advance – Voucher page 1

Settlement of a cash advance also entails creating a voucher that records the actual expenses now incurred (and funded by the advance) with an opposite entry reversing the original advance. In the cases where actual expenses were lower than the advance, the settlement also entails creating a deposit for the unspent funds. This markup shows how you prepare the settlement voucher header. The voucher invoice lines follow on the next page.



## <u>Settlement of a Cash Advance – Voucher Page 2</u>

The first invoice line represents the recording of actual expenses incurred (i.e. study subject payments).

The second invoice line represents the reversal of the original advance, which relieves the recipient of the obligation for the advance.

