

Reporting/Reconciling Research Participant Advances

Processing a Distribution of Income/Expense (DI) with an attached Reimbursement Worksheet along with repaying any remaining funds, if applicable, will reconcile the advance.

Procedure

A. Research Participant Advance Reporting Procedures

1. Research participant advance reconciliation should be processed using a [Reimbursement Worksheet](#).
2. Highlights of the Reimbursement Worksheet:
 - a. Preparers should note the Research Participant Advance number on the form.
 - b. The Payee name, MSU NetID (if applicable), status, department, department address, and account name should be documented at the top of the form.
 - c. Expenditures should be itemized with a full description, business purpose, and amount. Research subject payee names should not be included. Departments are required to maintain proof of payments made to research subjects via cash, check, and non-cash payments such as gift cards. This can be in the form of a log or pre-numbered departmental receipts. The recipient is required to sign the log or the receipt to indicate the payment was received. In cases where signatures cannot be obtained, a detailed explanation must be included in the department records (date gift cards were mailed, etc.).
 - d. University departments are required to track the names, addresses, total amount, and if any one payment is over \$150, Social Security Number, of all non-check payments (cash and gift cards) made by the University to individual research subjects each calendar year. Cumulative payments to any one participant of \$600 or greater must be forwarded to Accounting (Administration Bldg, 426 Auditorium Road Room 360) by December 31st of every year.

B. Distribution of Income & Expense (DI) Procedures

1. The Distribution of Income and Expense (DI) must contain the following information:
 - a. The DI must reflect the amount of total expenses incurred or limit (if applicable) and applicable accounting string information.
 - b. The Advance Number, Name in which the Advance was issued, and the recipient's name (if different) must be documented on the DI.
 - c. Within the DI, the Accounting Line "From" is used to relieve the Controller's Office account of the advance expense. The Total expensed must be recorded with the following account information:
 - i. Account Number: XZ052171
 - ii. Object Code: 6173
 - iii. Amount: Total from Reimbursement Worksheet
2. Within the Distribution of Income and Expense (DI), the Accounting Lines "To" should match the worksheet total.

3. The Reimbursement Worksheet and images of all receipts must be attached to the DI.
4. The advance recipient must “approve” the Distribution of Income and Expense document.
 - a. If the MSU employee advance recipient is the DI initiator, this approval is completed upon submission of the DI.
 - b. If not, the initiator must ad hoc route the DI to the applicable employee advance recipient and the employee must approve the DI before further routing will continue.
5. For accounts beginning with “RC” (grant accounts), Contract and Grant Administration must approve the DI. Therefore, the DI initiator must ad hoc route the DI for approval to the group “CGA Processor Level 1”.
6. If the Reimbursement Worksheet, or the DI is incorrect, the DI will be disapproved by Accounting. A new DI must be created with all required attachments and submitted through the required workflow.
7. Three outcomes are possible when reconciling research participant advances:
 - a. The advance recipient spends exactly the amount of the advance. In this case, the applicable worksheet and receipts are attached to the DI and submitted through the required workflow as outlined above. There is no reimbursement to the advance recipient or refund to MSU.
 - b. The advance recipient owes MSU money because the entirety of the cash advance was not spent. In this case, the advance recipient writes a check or remits cash to MSU which is deposited by the advance recipient (referencing the Advance Number) in the Cashier’s Office, Hannah Administration Building, 426 Auditorium Road, Room 110. The applicable worksheet and receipts are attached to the DI and submitted through workflow as outlined above. Alternatively, online payments can be made at [Transact \(cashnet.com\)](https://cashnet.com).
 - c. The advance recipient is owed money because expenses were greater than the cash advance. In this case, the applicable worksheet and receipts are attached to the DI and submitted as outlined above. Once Accounting approves the worksheet and DI, Accounting will process a reimbursement for the balance due the advance recipient. This will typically be received via the same mechanism that the advance was received.