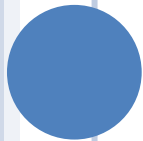




# IP ADVANCES



# OVERVIEW

- IP Advances
- Salary Advance Account 14022
- Car Advance Account 14025
- Rental Advance Account 14030
- Emergency Medical Advance Account 14050
- COA for Issuance of Advances



# IP ADVANCES

- Staff member fills the advance form and applies for the advance to CO Management.
- CO Management approves or rejects the advance.
- CO prepares the AP voucher for advance.
- CO sends the request of voucher approval to IPMU at [GPS.IPMU@undp.org](mailto:GPS.IPMU@undp.org)
- CO includes S/M's name, index number , voucher ID and Business Unit in the email.
- CO attaches the signed forms and supporting documents as applicable in the email.



# SALARY ADVANCE ACCOUNT 14022

- If the S/M is not on regular payroll or the salary is delayed.
- Either IPMU sends manual authorisation to the CO. CO prepares the AP voucher and IPMU approves.
- Or BES will create the AP voucher and IPMU will approve.
- ✓ *Recovered the first month that the staff member is on regular payroll.*



# CAR ADVANCE ACCOUNT 14025

- A car advance is granted only to IP staff serving in duty stations outside Headquarters.
- A car advance can only be granted for not more than US\$7,500 for the purchase of a private automobile.
- A car advance can only be granted only once per assignment at a duty station and only in cases when the vehicle is needed for the assignment.
- ✓ *The requested recovery schedule does not exceed the current COB date of the staff member or covers a maximum of twelve months, whichever comes first.*



# RENTAL ADVANCE ACCOUNT 14030

- A rental advance is granted only to IP staff serving in duty stations outside Headquarters. It cannot cover the deposit, or maintenance fees.
- A rental advance can only be granted to a staff member if the lease agreement stipulates a minimum of three months' rent to be paid in advance.
- Supporting documents requested:
  - Lease agreement.
  - Duly signed rental advance request form.
- ✓ *the requested recovery schedule does not exceed the current COB date of the staff member or covers a maximum of twelve months, whichever comes first.*



# EMERGENCY MEDICAL ADVANCE ACCOUNT 14050

- Heavy and unforeseen medical or hospital expenses incurred by the S/M's themselves or an immediate family member.
- The S/M submits the request to the CO who raises the voucher and forwards it to IPMU.
- ✓ *The recovery begins with the first end-month pay day after the advance has been given; and*
- ✓ *The advance is recovered during a period not to exceed 12 months or the period covering the staff member's contract, whichever is shorter.*



# COA FOR IP STAFF ADVANCES

GL Unit	Account	Op Unit	Dept	Fund	Project	Donor	<u>Impl Agy</u>	Open Item
UNDP1	140xx	H18	11701	00001	blank	blank	blank	Index number
UNFPA	140xx	blank	06000	00001	blank	blank	blank	Index number
UNOPS	140xx	blank	00400	KY004	blank	blank	blank	Index number
UNCDF	140xx	blank	82117	G0001	blank	blank	blank	Index number
UNIFEM	140xx	H60	90508	W0001	blank	blank	blank	Index number
690UU (UNUNI)	140xx	600	02000	12001	blank	blank	blank	Index number





# KEY POINTS

- Ensure that the Rental advance request form is duly signed by RR/RC.
- Ensure that there is no outstanding rental advance. In such cases a new rental advance cannot be issued before the previous one is fully recovered.
- Mention the BU along with the voucher #.
- The subject of the email should include: Ref: Rental Advance Request, s/m name and index number.



# SUMMARY

IP Salary  
Advance  
(Special COA  
applies)

Salary Advance  
Account

Car Advance  
Account

Rental Advance  
Account

Emergency  
Medical Advance  
Account

