

CASH ADVANCE FOR PROGRAMME COSTS

Department/Unit:

Recipient of the advance:

Purpose of the advance:

Period:

(Date From - to)

Short-term assignments - Maximum three months

The cash advance is to be repotred within three (3) weeks from end of mission using the form for reporting cash advance found on Rednet.

Long-term assignments - More than three months

Running programme costs are to be reported on a monthly basis. Any outstanding cash advance is to be reported within three (3) weeks from end of mission using the form for reporting cash advance found on Rednet.

Currency:

Amount:

Recipient's bank account no.

Account Code	Organizational Code	Project code	Counter-part Code	Campaign Code	Destination Code	Employee ID	Amount
1613						A	

I hereby acknowledge that the cash advance I receive shall be fully reported (including original receipts) or re-paid within three (3) weeks from the end of mission. If my declaration or re-payment is delayed, I acknowledge that this will be perceived as a negligence to comply with Swedish Red Cross routines, and that any outstanding cash will be deducted from my salary. By signing this agreement, I give my consent to having any outstanding cash advance that I received deducted from my salary, unless I can provide a satisfactory explanation to why the cash cannot be declared for or re-paid.

Date:

Date:

Verification:

(Recipient of the advance)

Authorization:

(Authorized manager)

Name in print:

Name in print:

Distribution:

1) Authorized form to be sent to the Finance Unit (Kassan)