**Operational Advance Payment Form**

**V1/2013**

**Project Details**

**Project PI: Job Number:**

**Email: Tel:**

**Amount Requested (Max 20,000 QAR):**

**Instructions**

1. **Claims for reimbursement should align with the below:**
* The advance of cash could be requested by the PI through finance department.
* The maximum amount to be claimed as advance is 20,000 QAR.
* Advance payment form will not be accepted if the PI has a P-Card, unless a valid justification is submitted to the Finance Department.
* The PI must reconcile the advance within a maximum of 2 months before issuing any other advances
* PI is responsible for ensuring that all required budget changes, if applicable, are performed before submitting the form.
* In case of submitting shipment fees, the PI should clarify to which items the shipment is related
* For all online purchases, a credit card statement must be provided showing the purchaser’s name and the purchase amount for which reimbursement is requested.
* The PI shall ensure that the items are purchased within the authorized period of the grant and within the approved budget.
* The PI should ensure that the items are according to the direct benefit of the projects
* The college representative should ensure that PI has duly filled and signed the reimbursement form
* Maximum advances permitted for the PI (including travel and operational advance) should not exceed two times of his basic salary.
1. **The invoices and receipts must be original (for domestic suppliers) and include the below:**
* Vendor Name.
* Amount of Item or service.
* Total amount paid and currency.
* Date of purchase of service.
* Description of item(s) or service(s) and quantity (if applicable)
1. **The Advance should not be used for:**
* Purchase of supplies costing more than 2,500$ (9,103.75QAR) -Invoice splitting is not permitted
* Travel Expenses , except for local conveyance (taxi fare);
* Any items for personal use ;
* Research project personnel and technical consultants payment ;
* Personal loans or salary advances.

**I hereby certify that I have read the instructions governed by the operational advance form.**

***Signature of Principle Investigator (PI) Date Signed***

***Signature of Head of Department Date Signed***