This document is to assist with requesting a Cash Advance for an Indigenous Elder/Participant Payment.

Queen’s University has decided to make an exception regarding obtaining a cash advance to provide an honorarium type payment to an Indigenous Elder. It was determined that an individual from a department would be able to obtain a Cash Advance and then gift the elder with the amount in cash. This is **only** allowed for Indigenous Elder/Participant payments, all other guest speakers and visitors must be paid using AcQuire.

For more information on amounts and regulations please see the “Payment to Indigenous Elders/Participants Procedure” document found here [Payments to Indigenous Elders / Participants](https://www.queensu.ca/financialservices/sites/finswww/files/uploaded_files/Procedures/Payments%20to%20Indigenous%20Elders%20Participants%20Procedure-FINAL-May%2029%202023.docx).

It is **strongly recommended** that you consult with the Office of Indigenous Initiatives regarding inviting an Indigenous Guest to campus <https://www.queensu.ca/indigenous/requesting-cultural-services>.

**How to Request a Cash Advance for Indigenous Elder Payment**

Requesting an advance for an Indigenous Elder Payment is the same process as requesting a Research Participant Advance:

1. Log into ERS using the path below (for more information see the First Time ERS Users Guide):

[www.queensu.ca](http://www.queensu.ca) > Search and SignIn > MyQueen’sU – SOLUS, MyHR and more > Expense Reimbursement.

1. Go to the ‘Expense Tab’ and then select the ‘Cash Advance’ tab.
2. Click on the red ‘Request Cash Advance’ box.



1. The ‘New Cash Advance’ window will open on the ‘Details’ tab. You are required to enter in all information marked with a red asterisk **\***.
	1. Under ‘Cash Advance Name’ please enter “Payment to Indigenous Elder”.
	2. If there is no Project Number associated with the request, enter 0000000.



1. Once you have entered all required information you will have to add your approver by going to the ‘Cash Advance Timeline’ link. It is located above the ‘Details’ tab.



1. This will open the ‘Cash Advance Timeline’ window. On the left hand-side you will see the ‘Approval Flow’ column and a small blue ‘Edit’ button, select it.



1. The ‘Approval Flow’ window will open. This is where you will search for your approver by **LAST** name.
	1. If the last name is hyphenated, you may have to search with and without the hyphen or by each last name separately.
	2. If you cannot find your approver, please contact Anthony Boese at ajb19@queensu.ca to check the status of your approver.



1. From the list generate select your approver and then the ‘Save Workflow’ button.
2. You will be taken back to the ‘Cash Advance Timeline’ window. Ensure that the correct approver is now listed and then select the ‘Close’ button in the bottom right corner.
3. You will be taken back to the main request page.
4. In the top right corner, there is an orange ‘Submit’ button. Click on it and your request will be submitted for approval.

**Checking the Status of a Cash Advance for Indigenous Elder Payment**

1. Under the ‘Expense Tab’, go to the Cash Advance drop-down menu.
2. Select the ‘View Cash Advance’ option.
3. The status of your advance will show as one of the following:
	1. Pending approval: Your approver has not yet reviewed or approved the request.
	2. Pending Cash Advance Administrator: The request is with Financial Services for review and approval.
	3. Issued: The request has been sent for payment. Payments are processed every Tuesday and Thursday.

**Accounting for a Cash Advance for Indigenous Elder**

You will be required to account for the Cash Advance for Indigenous Elder Payment and return any unused amounts to the University.

For detailed information please see the “Accounting for a Cash or Research Participant Advance” document on the Financial Services website.

For more information, please contact expenses@queensu.ca.