



澳門大學

UNIVERSIDADE DE MACAU

GUIDELINES FOR ADVANCE PAYMENT

I. Obtaining the advance payment request from

1. A request can be directed through email to adv.payment@umac.mo of the Accounts Section together with the completed “Advance Payment Request Form” and the related approval. The form is available at the website: <http://www.umac.mo/acc/forms.html> .
2. A minimum amount of MOP1,000 is applicable for advance payment.
3. Advance payment can be requested by Faculty/Centre/Institute/Department to accommodate immediate and miscellaneous expenses. However, it should be payable to staff at senior level, eg. Technician/ Officer level or above, who is responsible for coordinating the administrative procedures and managing the advance payment.
4. For expenses related to a program/activity that is held in a country other than Macau, the advance payment can be released one month prior to the departure.
5. If honorarium expenses are included in the advance payment, information as stated in the “Guidelines for the withholding of the professional tax for honorarium and service contract and part-time contract” must be provided together with the advance payment request. (available at website: http://www.umac.mo/umdoc_staff.html .)

II. Settlement of the advance payment

1. Under normal circumstance, official receipts and the respective financial report should be submitted to the Accounts Section within one month from the completion date of the program/activity.
2. Exceptionally, at the closing of the year, the financial reports and the supporting documents, e.g. invoices and receipts of all advancements must be sent to the Accounts Section up to 21st December of the current year at the latest in order to facilitate the closing of UM’s accounts of that year.
3. In consideration of the closing of UM’s accounts, the request for advance payment should be submitted to the Accounts Section on or before 15th December of that year. Any advance payment request made after 15th December will not be entertained.
4. All invoices/receipts should be in original and provide a clear description of the expenses.
5. For transportation expenses, namely taxi, bus, train, MTR, etc., which receipts are not available or have been lost, the claimant should present a written declaration describing in detail the nature of expenses and the amount involved. The declaration form can be obtained through this link: <http://www.umac.mo/acc/forms.html> .
6. For meal expenses, the number of guest/staff for the meal and nature of expenses, i.e. breakfast, lunch, dinner, etc. should be provided. Please refer to the “Rules for Entertainment (Meal)” for more details which is available at the website: http://www.umac.mo/umdoc_staff.html .