Travel Advance Agreement

I understand that in being allowed to receive this travel advance, I am fully responsible for repayment. I agree to file my travel expenses promptly upon trip completion.

I understand that the amount of the advance will be deducted from the paycheck on which I receive reimbursement of my expenses. If the advance is larger than the reimbursement, the difference will also be deducted on this paycheck.

Advances not settled within 28 days of return date will be deducted in their entirety from the employee's paycheck as per MnSCU Board Policy 5.7.

Payable To: _____ Amount: _____

Employee/Student ID: _____ Travel Date: _____

Date Needed: _____ Today's Date: _____

Requestor's Signature: _____

Approved By (Business Services): _____

A Travel Request Authorization with the proper signatures must proceed this agreement.