

Travel Advance Agreement

A Travel Request Authorization with proper signatures must precede this 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 Minnesota State Board Policy 5.7.

Submit advance paperwork at least 3 weeks in advance of travel. A paper check may be issued if the travel does not allow sufficient time to request a payroll advance; however, the traveler MUST submit documentation why the timeline does not allow a payroll advance. This documentation must be signed by the supervisor.

Allow 2-3 business days for a BSU paper check to be processed.

Directly on paycheck

BSU paper check

(only if time does not permit, must provide documentation and supervisor's signature)

Payable to: _____ Amount: _____

Employee ID: _____ Travel Dates: _____

Cost Center: _____

Name of Activity/Event: _____

Activity/Event Location: _____

Date Needed: _____

Items advance used for (meals, lodging, taxis) *airfare and registration can be placed on the travel purchasing card, contact the travel office for details:

Requestors Signature: _____ Today's Date: _____

Business Services Use:

7.17.19

Approved Initials & Date _____