



INTEROFFICE CORRESPONDENCE

Date: May 14, 2007

From:

To: Jan Grasser, Financial Officer, College of Arts & Architecture

Re: Travel Advance Agreement

I, _____, request an advance in the amount of \$_____ from Penn State University for my trip to _____ on the following dates _____.

I understand that I am responsible for submitting original receipts for **all** approved expenses as outlined in my budget proposal (attached). Expenses are subject to standard University policies and must be clearly documented, accurate, and reasonable.

Immediately upon my return to Penn State University, I will contact Rosalie Bailey to assist me with preparation of a *Travel Support Form*. I understand that a completed *Travel Support Form* must be submitted along with all required receipts.

I agree to submit the completed *Travel Support Form* no later than _____ (30 days after completion of travel). I understand that if I fail to satisfactorily account for the monies advanced to me, the full amount of the advance will be deducted from my next salary payment. In addition, I will be ineligible for future travel advances.

My signature below indicates concurrence with this Agreement.

Signature of Penn State traveler Date

Approved:

Signature of Department Head/Associate Dean/Dean Date

PSU Account(s) that will be charged for your travel: _____