

Cash Advance/Travel Advance Agreement

Name: _____

Check Amount: _____

I promise to pay to the University of Connecticut the amount of the above referenced advance, less the appropriate deduction for approved expenses incurred within University policy, without interest, within 15 business days of my return from the trip.

I agree that these are State of Connecticut funds, and I understand that I am personally responsible for them whether or not my employment continues with the State of Connecticut, and whether the funds are lost or stolen. I agree to notify both the University of Connecticut Police and University of Connecticut Office of Travel Services **immediately** should a loss, theft, or mysterious disappearance of funds occur.

I will submit the required documentation for reimbursement, **including supporting receipts**, to the Office of Travel Services **within fifteen (15) business days after return**; and if the cash advance/travel advance was more than the expenditure, I will return the excess funds along with the completed documentation. I understand that if I do not adhere to these time frames for paperwork completion or repayment, the repayment of my cash advance/travel advance will be deducted from my paycheck and I may be denied future advances. Additionally, any personal failure to file the required documentation or repay excess funds by the due date will subject me to reasonable costs of collection including but not limited to attorney fees and court costs if required to enforce this agreement.

If the cash advance/travel advance was **LESS THAN** the total approved expenditure, the travel advance receivables account will be credited appropriately by the Office of Travel Services and a check will be provided to me for the reimbursement due.

Signature

Date