



Business Matters At Sac State

Travel Advances Ready for You

Date: April 7, 2006

To: Deans, Associate Deans, Department Chairs, Directors, Managers and Campus Business Partners

From: Susan Johnson, Director, Accounts Payable

Below is information for picking up Travel Advances at the Cashier's Office in the Student Financial Services Center, Lassen Hall.

- **Good News** – You don't need to call to see if a Travel Advance check is ready. Checks are available in the Cashier's Office/Student Financial Services Center in Lassen Hall-1001, after 2:00pm on the day requested by the department.
- **Please Sign Here** – You will need to sign when you pick-up Travel Advances and acknowledge reading the University Policy on Travel Advances. This is a reminder that Travel claims are due within 30 days of the end of the trip.

If you have any questions, please contact Susan Johnson, Director of Accounts Payable at 87444, sjohns@csus.edu or visit the Accounts Payable website at <http://www.csus.edu/acpy/>.

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