



Travel Advance Check - Pick-up Authorization

I authorize _____ to pick-up my travel advance. I understand that the California State University, Sacramento, travel policy and procedures require that a travel advance is due and payable within 30 days after a trip is completed. If I do not use the entire advance requested, I am still responsible for the entire advance amount and I will repay the amount to the Accounts Payable Office in Sequoia Hall, Room 311A. Failure to comply with this policy will result in collection activities that may include internal and external collection efforts, deduction from future travel claims, and/or other actions.

Printed Name _____

Signature _____

Date _____