



Travel Advance Check - Pick-up Authorization

I authorize _____ to pick-up my travel advance. I understand the California State University, Sacramento travel policy and procedures. The 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 advance to the Bursar's Office. Failure to report within 30 days of the trip completion date will result in collection activities that may include internal and external collection efforts, deduction from future travel claims, and/or suspension of travel privileges.

Printed Name _____

Signature _____

Date _____