CALHOUN C OMMUNITY C OLLEGE/CALHOUN C OLLEGE F OUND ATION, INC.

# Travel Advance and



Reimbursement Agreement



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| DATE OF REQUEST: |  |
| NAME OF EMPLOYEE: |  |
| DEPARTMENT: |  |
| REQUESTED TRAVEL ADVANCE: |  |
| DESTINATION: |  |
| TRAVEL DATES: |  |
| PURPOSE OF TRAVEL ADVANCE: |  |

The undersigned Employee (the “Employee”) understands and agrees that the Calhoun College Foundation, Inc. (the “Foundation”) is not obligated by law to provide the travel advance (the “Advance”), which is provided solely for the Employee’s convenience and benefit. Therefore, in consideration of receipt of the Advance, the Employee hereby acknowledges such debt to the Foundation, which shall be repaid in accordance with the following terms and conditions:

The Employee agrees to submit the College’s travel voucher form and any required documentation for reimbursement, including supporting receipts, to the College’s Business Office within ten (10) working days after the Employee’s travel is complete; and if the Advance was more than the expenditure, the Employee will return the excess funds along with the completed documentation.

When the Employee’s travel voucher form is processed, the Employee’s approved expense reimbursement will be applied first to the Advance and the College will remit such amount directly to the Foundation. Any approved expense reimbursement in excess of the Advance will be paid to the Employee by the College by check.

The Employee understands that if the Employee does not adhere to these time frames for paperwork completion or repayment, the gross amount of the Advance will be deducted from the Employee’s paycheck and the Employee may be denied future advances. Additionally, any personal failure to file the required documentation or repay excess funds by the due date will subject the Employee to reasonable costs of collection including, but not limited to, attorney fees and court costs if required to enforce this Agreement.

The Employee agrees that these are Foundation funds, and the Employee understands that the Employee is personally responsible for them whether or not the Employee’s employment continues with the College, whether or not the trip is cancelled, and whether the funds are lost or stolen. The Employee agrees to notify the College’s Office of Institutional Advancement immediately should a loss, theft, or mysterious disappearance of funds occur. If any of the foregoing events occur, the Employee agrees to repay the Advance immediately, and if the Employee fails to do so, the Employee further agrees and authorizes the Advance to be deducted from the Employee’s paycheck, vacation pay, retirement benefits, or other amounts owed to the Employee by the College after taking into account any approved travel expenses submitted by the Employee.

**Note:** This Agreement must be submitted to the College’s Office of Institutional Advancement at least three (3) weeks prior to the trip for processing. The employee must also submit the approved Request for Travel form, with estimated costs, and the conference/meeting agenda for the Advance to be considered. The Foundation will advance 75% of the estimated out-of-pocket travel expenses. The estimated cost of the trip must be at least $1,000 and the amount of the Advance may not be less than $350 nor more than $1,000 and in no event more than the estimated cost of the trip. If the College prepays the Employee’s airfare, the Employee is ineligible to receive an Advance. The Employee can have no more than one outstanding Advance and the Employee cannot receive more than two Advances within one calendar year. All Advances are subject to approval by the Foundation and the College.

Employee

ACCEPTED AND APPROVED:

## CALHOUN COLLEGE FOUNDATION, INC.

By:

Name:

Title:

CALHOUN COMMUNITY COLLEGE

By:

President

To be completed when travel advance check is picked up:

The Employee hereby acknowledges receipt of a $ travel advance from the Calhoun College Foundation, Inc. for the above-referenced travel on behalf of Calhoun Community College.

Employee Signature