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University Travel Advance Payroll Deduction Agreement

Attach signed form to Chrome River travel advance request

Travel advances may be issued to university employees to support travel on behalf of Virginia Tech. A Chrome River expense report should be submitted within thirty (30) days of the completion of travel to document the traveler’s expenses. Any unused funds should also be returned to the university Bursar’s Office within thirty (30) days of the completion of travel. The successful review and approval of the expense report, along with the return of any unused funds, satisfies repayment of the travel advance.

As an agency of the Commonwealth of Virginia, the university is required to take appropriate action to collect all outstanding receivables. If a Chrome River expense report cannot be submitted to substantiate the traveler’s expenses, and/or the funds cannot be returned to the university Bursar’s Office to reconcile and close the advance, it is the policy of the university to collect the outstanding funds through payroll deduction.

I authorize Virginia Tech to collect the outstanding amount of my travel advance via payroll deduction if an expense report is not submitted, or the advance funds are not returned in full to the university, within sixty (60) days of the completion of travel. I understand that deductions may occur over multiple pay periods depending on the outstanding balance. If payroll deduction is required, I also acknowledge that I will be ineligible to receive another travel advance for a period of one (1) year from the date the original advance was issued.

Name

Signature

Date