

Travel Cash Advance Promissory Note:

- I hereby request a cash advance from the University of Oregon for my trip as described in this Concur Request.
- I understand and agree that the University is not legally obligated to provide me a cash advance for travel, and the advance is provided solely for my convenience and benefit.
- I understand this cash advance is for the sole purpose of defraying reimbursable travel expenses while on University of Oregon business. The advance will be issued for approximately 80% of qualified, reimbursable expenses.
- It is my responsibility to safeguard this advance and I assume responsibility for any loss incurred.
- I understand that if my trip is cancelled for any reason, immediate repayment of the advance is required.
- I understand my completed, approved travel reimbursement must be submitted by the travel reimbursement due date of the advance, within 60 days of the completion of travel. If my approved reimbursement amount is greater than the advance, I will receive the difference by check or direct deposit. If the reimbursement amount is less than the advance, I will make payment for the difference to the Business Affairs Travel Office within 60 days of the completion of the trip.
- I understand that if I do not submit an approved travel reimbursement or make payment within 60 days of the completion of the trip, the unpaid sum may bear interest, late fees and collections charges ([see terms and conditions](#)). I understand and agree that the University of Oregon may pursue any and all legally permissible methods to recover the amount due, plus interest and fees.
- If I have not repaid the cash advance and fees within 120 days of the conclusion of my trip, I authorize UO to recover all unauthorized charges and fees through an automatic payroll deduction. If the travel advance is repaid to the university through payroll deduction, the Payroll Office will collect no more than 25% of each month's disposable earnings (gross, less mandatory taxes), until paid in full. I understand that any payroll deduction will be made on an after-tax basis.
- I understand that UO will only recover excess cash advances, interest, collections charges, and late fees through a payroll deduction to the extent allowed by law. If UO is not permitted to make a payroll deduction or if a deduction cannot fully reimburse UO, I understand that UO may take legal action to collect the cash advance. If UO is required to take legal action to recover the cash advance I agree to pay UO's expenses, including attorney's fees incurred in its collection efforts.
- I understand that I am not eligible to receive another cash advance for travel until this advance, including any interest, charges, and fees, has been fully repaid.

I hereby acknowledge my debt to the University, which I agree to repay in accordance with the following terms and conditions:

- When my Travel Expense report is processed upon my return from this trip, my expense reimbursement will be applied first to my travel advance. Any reimbursement in excess of my travel advance will be paid to me.
- If my travel expense reimbursement is less than my travel advance, I will remit the difference to the University Cashier's Office upon my return to campus.
- I will remit my travel expense report within sixty (60) days after my travel is complete and upon my return to campus. If after 120 days my Travel expense report has been submitted and I still owe a balance on my travel advance, I hereby agree to repay the University by payroll deduction until the travel advance is repaid in full. I understand that my failure to comply with these regulations for travel advances will cause me to lose this benefit for future travel.
- If I should terminate my employment at the University, I agree to pay all outstanding travel advances immediately. If for some reason I do not settle-up my account at termination, I further agree and authorize the travel advance to be deducted from my final paycheck, vacation payoff, retirement benefit, or other amounts owed to me by the State of Oregon or the University, after taking into account any approved travel expenses submitted by me.