



Faculty/Staff TRAVEL Loan Request

Travel Authorization #: _____

Name (Print): _____ Unit: _____

Unit Authorization:

I approve the request of the above Faculty/Staff member for a travel loan in the amount of: \$_____.

Authorized Signature

Date

Promissory Note and Power of Attorney;

I, (print name)_____, Banner Id: _____, promise to pay to the order of Ramapo College the amount of \$_____, without interest, within 30 days of travel completion (date)_____. If all valid expenditures are less than this loan advance amount, I will repay the difference to the College. I understand that I shall be responsible to account for the entire loan amount within 60 days of the travel end date. To that end, I grant the College the right to recover any and all money, owed by me to the College, by having voluntary payments deducted from my income if I do not make restitution within 60 days of the travel end date.

Employee Signature

Date

Vice President Administration & Finance;

I have reviewed the loan applicant's travel request and approve the request for a loan in the amount indicated above.

Authority is given to Accounts Payable to prepare a check to the above applicant.

Vice President Administration & Finance

Date

Check Issuance;

_____	_____	_____	\$ _____
Date	FOAP	Voucher Number	Amount