

CAL POLY POMONA FOUNDATION, INC.

"Quality Service Supporting Quality Education"

AGREEMENT FOR STUDENT TRAVEL ADVANCE REQUEST

(Not intended for Grants and Contracts)

Vendor #: _____
(Enterprise Foundation Use Only)

Date: _____

Enterprise Foundation Project #: _____ Object Code #: _____

Project Title: _____

Traveler's Name: _____ Phone #: _____

Bronco ID#: _____ Email Address: _____

Address: _____

Reason for Travel Advance Request: _____

Actual dates of Travel: From: _____ To: _____

Purpose of travel (Required): _____

Total Amount Requested: \$ _____

Net Payment Amount: \$ _____

Requestor/Project Authorized Signer/P. I.:

I hereby authorize the funds (indicate above) to be assigned as per this travel request. I have reviewed this agreement and agree with the terms and conditions.

The requested travel advance is calculated as follows:

Project Authorized Signer/P.I. Signature: _____ Date: _____

(P.I. Pre-Authorization to Proceed)

Terms and Conditions:

- A. For student travelers, this travel advance payment request must be routed through the Office of Financial Aid & Scholarships. Potential impact or adjustment to Financial Aid package must be verified prior to processing this payment.
- B. Payment will be made as per executed agreement. Receipts for per diem daily meal allowances and incidentals should be kept and submitted in arrears.
- C. Detailed itemized receipts must accompany as justification on the advance payment upon return from travel.
- D. Traveler must certify they are not employee of the CSU. If the Traveler is an employee of the CSU, payment for the travel will be payable to the university of which the Traveler is employed with.
- E. Unused balance upon return from travel must be returned to the Project funds indicated in this agreement.
- F. Any advance payment must be returned immediately if a trip is cancelled or indefinitely postponed.
- G. Without the written consent of the Enterprise Foundation, this agreement is not assignable by the Traveler either in whole or in part.
- H. Alterations of the terms of this agreement shall be invalid unless made in writing and signed by each party that is signatory hereto, and no verbal understanding or agreement not incorporated herein, shall be binding on any of the party's signatory hereto.

The Enterprise Foundation reserves the right to terminate this agreement upon written notice to the Traveler. Traveler hereby acknowledges that the Enterprise Foundation is subject to The Richard McKee Transparency Act of 2011.

In signing this agreement, Traveler certifies that she/he is not an employee of the Federal Government or an employee of any other project sponsored by a Federal Agency, thereby not receiving dual compensation for this travel.

Traveler's Signature: _____ Date: _____

Reviewed by Financial Aid Office.:

Financial Aid Office Signature: _____ Date: _____

To be completed by Enterprise Foundation Financial Services:

Enterprise Foundation Financial Services: _____ Date: _____

If Total Payment is equal to or greater than \$10,000 (≥\$10K)

Enterprise Foundation CFO Authorized Signature: _____ Date: _____