

STATE ADMINISTRATIVE MANUAL

OFFICE REVOLVING FUND

State of California

MEMORANDUM

Date : March 1, 2011
To : (Name of Employee)
From : (Name of Department)
Subject: Monthly Statement of Travel Advances

The purpose of this monthly statement is to notify you of outstanding travel advances, where no travel expense claims (TEC) have been submitted to substantiate expenses and/or you have not returned all outstanding travel advance amounts. As of February 28, 2011, our records indicate that the following travel advances are outstanding:

<u>Issuance Date of Travel Advance</u>	<u>Amount of Travel Advance</u>	<u>Amount of TEC</u>	<u>Outstanding Advance Amount</u>
Feb. 4, 2011	\$ 500	\$ 480	\$ 20
Feb. 10, 2011	\$100	0	\$100
	<u>\$ 600</u>	<u>\$ 480</u>	<u>\$ 120</u>

Please clear the outstanding advance amount of \$120 by submitting a properly prepared TEC and/or a check no later than March 16, 2011 (15 calendar days from the date of this monthly statement).

If the properly prepared TEC is not submitted and all outstanding travel advance amounts are not returned by March 16, 2011, the \$120 will be deducted from your payroll warrant for the March 2011 pay period.

If you are currently on direct deposit for payroll, the direct deposit will be cancelled and a payroll deduction for the outstanding travel advance amount will be made in your next regular payroll warrant(s).

If you have any questions, please call (name of contact person) at (telephone number of contact person).

Departmental Accounting Officer