

**JOHNSON COUNTY COMMUNITY COLLEGE FOUNDATION
SHORT TERM TRAVEL LOAN**

I. GENERAL

The Johnson County Community College Foundation Inc. has made available a limited amount of money to be advanced to college employees to cover expenses incurred while traveling on college business. Short Term Travel Loans, up to a maximum of \$350, are available on a first come, first served basis. The Foundation cannot guarantee that money will be available to all employees desiring a short term travel loan.

II. PROCEDURE FOR OBTAINING A SHORT TERM TRAVEL LOAN

- The Travel Authorization form required for travel must be approved and submitted to the purchasing department prior to requesting a short term travel loan. The number assigned to the Travel Authorization by the purchasing department must be entered on the Short Term Travel Loan form.
- The traveler should present the Short Term Travel Loan form, along with a copy of the Travel Authorization form, to Financial Services, GEB 152, prior to departure. No short term travel loan will be made more than three days prior to the date of departure.

III. PROCEDURE FOR REPAYING A SHORT TERM TRAVEL LOAN

- Repayment of the travel loan must be made in full at the time of completion of the Out of District Travel Documentation and Expense Reimbursement form. See [Out of District Travel Expense Reimbursement](#) for instructions on completion of this form.
- Failure to complete the Out of District Travel Documentation and Expense reimbursement form and repay the travel loan within 21-days of travel may result in the future loss of this courtesy.
- The employee is responsible for the full repayment of the travel loan (circumstances such as partial travel reimbursement or costs associated with a cancelled trip do not reduce the obligation for repayment).

IT IS REQUESTED THAT FUNDS FOR THE FOLLOWING NAMED PERSON BE ADVANCED		
PLEASE COMPLETE ALL AREAS BELOW:		
NAME	TRAVEL AUTHORIZATION NO.	
DEPARTMENT	EXT.	APPROXIMATE DATES OF TRAVEL (FROM-TO)
PURPOSE OF TRIP	DESTINATION	
AMOUNT OF SHORT TERM TRAVEL LOAN		
(\$350.00 MAXIMUM)	\$ _____	
PLEASE READ CAREFULLY:		
I CERTIFY AND ACKNOWLEDGE RECEIPT OF THE CASH AND AGREE TO THE TERMS AND CONDITIONS FOR ITS USE IN ACCORDANCE WITH JCCC TRAVEL POLICIES. I AGREE TO REPAY ANY TRAVEL LOAN WITHIN 21 DAYS OF TRAVEL.		
NAME	TITLE	DATE

Accounts Payable Use Only

Travel advance amount deducted from expense reimbursement form _____

Travel advance repayment amount _____