

**TROY UNIVERSITY FOUNDATION**  
Application for Travel Advance

Program Guidelines

1. Open to full-time employees of the Troy University.
2. Available only for out-of-state travel on Troy University business. Authorized out-of-state travel form must be attached.
3. Minimum: \$200. Maximum: \$1,500. More than \$1,000 requires a signature from supervisor.
4. The note begins to accrue interest Immediately. If paid in full within 45 days, interest charges will be waived. University may recover through payroll deductions of wages or salary.
5. Applications may be denied without cause. Abuse of the program will cause termination of abuser's privileges.

NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

ROOM NUMBER & BUILDING: \_\_\_\_\_

CAMPUS: \_\_\_\_\_

**TROY UNIVERSITY FOUNDATION**  
Travel Advance Promissory Note

I \_\_\_\_\_ (herein after the "Applicant"),  
for value received promise to pay to the order of Troy University Foundation, a not for  
profit corporation, (herein after the "Foundation"), the sum of \_\_\_\_\_  
with interest at the rate of one and one-half percent (1 1/2%) per month, in lawful money  
of the United States. Foundation, however, agrees to waive all interest charges if the debt  
is paid within forty-five (45) days from the date above

Applicant agrees that Foundation may charge a penalty fee of twenty-five dollars  
(\$25) for bad checks.

If the debt is not paid in forty-five (45) days, Applicant authorize Foundation to  
present this Note to the Treasurer of Troy University Foundation (herein after the  
"Treasurer") for payment of principal, interest, and penalty fees. Applicant further  
authorize Treasurer to recover sums paid to Foundation under this Note by Treasurer  
through payroll deductions of the salary or wages of the Applicant listed below at  
the rate of three hundred dollars (\$300) a month or twenty-five percent (25%) of the  
gross monthly salary or wages of the Applicant, whichever is least, until the total  
amount paid is recovered, except that Treasurer shall deduct for the total amount  
owed remaining if Applicant's employment with Troy University is terminated and  
Applicant has one final pay check remaining. Treasurer may add an administrative  
fee of not more than ten dollars (\$10) per month to the garnishment.

If debt has to be collected through payroll deduction method, Applicant will not be  
allowed to receive any future advances.

To secure the payment of this debt, all right of exemption under the Constitution and Laws of the State of Alabama, or any other State, is hereby expressly waived by the maker and endorsers, who also waived demand, notice, and protest and who further agree if this note is not paid at maturity, to pay all expenses of collection, including attorney's fees.

This promissory note is made under the laws of the State of Alabama.

Given under my/our hand and seal.

**WITNESS:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**APPLICANT:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

**FOR TROY UNIVERSITY FOUNDATION:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date