

**OSU FOUNDATION  
ADVANCE REPAYMENT FORM**

The OSU Foundation may occasionally make a travel advance to a University employee in an effort to ease the financial burden put on the employee until the proper paperwork can be submitted for reimbursement from Oklahoma State University or receipts are obtained and forwarded to the OSU Foundation to substantiate the business use of expenses incurred.

An advance to a University employee will be repaid to the Foundation equity from which the advance was made as soon as the University employee who received the advance is reimbursed from the State of Oklahoma. Checks reimbursing the OSU Foundation for an outstanding advance should be made payable to the OSU Foundation and attached to a properly completed deposit form and listed as a non-gift advance reimbursement. The name of the form is "Gift Deposit" and can be obtained at OSU Foundation's website: <http://osugiving.com/documents/campus-resources/GIFT-LOG-new.pdf>

Receipts required to substantiate the business use of the advance will be sent to the OSU Foundation with a copy of the OSU Foundation Disbursement Voucher on which the advance was made. The receipts will be remitted as soon as they are obtained after incurring the expense. Any amount advanced in excess of substantiated expenses must be repaid to the OSU Foundation equity from which the advance was made.

I acknowledge that an advance is restricted for business use only and will either be reimbursed upon receiving reimbursement from the State of Oklahoma or receipts will be provided to document all business expenses. I further acknowledge that advances are not to be outstanding for a period greater than 90 days and additional advances will not be made until the outstanding advance is repaid or substantiated. ***Any advances not repaid or documented within 90 days will be deemed uncollectible and will be reported to the Oklahoma State University Bursar's Office to be billed to the employee's personal account.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Employee Name

\_\_\_\_\_  
CWID Number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Voucher No.

\_\_\_\_\_  
Equity No.

\_\_\_\_\_  
Amount