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# SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

P.O. Box 780 • Memphis, TN 38101-0780 • (901) 333-5000 • [www.southwest.tn.edu](http://www.southwest.tn.edu)

## Authorization for Payroll Deduction - Travel

Print Full Name \_\_\_\_\_

Banner ID Number \_\_\_\_\_

Department \_\_\_\_\_

Title \_\_\_\_\_

Campus \_\_\_\_\_

Amount for Advance \$ \_\_\_\_\_ Date \_\_\_\_\_ Check No. \_\_\_\_\_

I hereby acknowledge that my acceptance of this travel advance constitutes a debt to Southwest Tennessee Community College. I agree that upon termination of my employment or change in travel status, I will reimburse the Tennessee Board of Regents for any amount of this advance still outstanding. I further agree that any non-liquidated portion of such advance may be deducted from any unpaid salary or wages hereafter earned by me or any other monies which may be owed to me by the Tennessee Board of Regents.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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Macon Cove Campus • Union Avenue Campus • Fayette Site • Gill Center • Millington Center • Southeast Center • Whitehaven Center

Southwest Tennessee Community College, a Tennessee Board of Regents institution, is an affirmative action/equal opportunity college.

Revised September 2009