



**SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM**  
**OFFICE OF THE VICE PRESIDENT FOR FINANCE AND BUSINESS AFFAIRS**  
**TRAVEL SECTION**

***PAYROLL DEDUCTION AGREEMENT FORM FOR CBA ADVANCES***

I \_\_\_\_\_ will be responsible for **all** CBA transactions for FY 25-26 effective *July 1, 2025 – June 30, 2026*.

I fully understand that all CBA receipts must be turned in to the Travel Section no later than **five (5) working days** from the date of the expiration of travel, and before the request for another CBA advance is submitted, whichever occurs first.

I also understand that failure to comply with the above agreement will result in an **automatic payroll deduction for the entire amount without further notice**. If a reimbursement is due to me as a result of a payroll deduction, I understand I will receive my reimbursement within **ten (10) working days** after the report is submitted and/or final balances are cleared.

Finally, I understand that if I am payroll deducted twice in one fiscal year due to noncompliance with the above procedures or if I fail to comply with any other terms of this agreement, all future travel requests will be subject to approval and will require prior approval from the Vice President for Finance and Business Affairs and/or President.

Signature of Traveler or University Personnel:	
Date:	
Banner "S" Number:	
University Email Address:	
University Phone Number:	