

**SAMPLE
Courtesy Memo to Employee**

Date

To: Employee Name

From: Travel Technician
M/S # JA58 - Ext 84019

Subj: **Outstanding Travel Expense Claim**

Based upon a review of my travel records, I find that application # _____ is still open pending the Travel Expense Claim. You were issued an advance in the amount of \$ _____ for a trip scheduled to _____ on _____.

Please remit the past due Travel Expense Claim with the original receipts to the Accounting Office, Attention: Travel Technician, M/S # JA58, no later than _____ so that your advance can be cleared.

Any amount advanced, for which repayment is due, can be satisfied by cash payment, check payable to CSUF, or payroll deduction.

Thank you for your cooperation. If you have any questions, or if I can assist you in any way, please call me at my extension above.