

**MURRAY STATE UNIVERSITY FOUNDATION, INC.
POLICY**

SUBJECT: Travel Advances

DATE: October 2, 1998

PURPOSE

The Murray State University Foundation, Inc. (Foundation) provides travel advances

In the event of the employee's travel reimbursement check being more than the employee's travel loan, the Foundation will deposit entire employee travel reimbursement and issue check to employee for the difference.

6. Foundation temporary loans are interest free if paid by the due date which is the earlier of the date of issuance of the travel reimbursement or sixty (60) days from the date the loan check was written. Interest will be charged on loans outstanding at the rate of twelve (12) percent per annum.
7. Temporary loan requests must be approved by the President of the Foundation or designee. Any exceptions to the policies stated above must be approved by the President of the Foundation.

Revised April 23, 2014

**MURRAY STATE UNIVERSITY FOUNDATION, INC.
TEMPORARY LOAN
LIMITED POWER OF ATTORNEY**