

## **TRAVEL ADVANCE REPAYMENT AGREEMENT**

During your Permanent Change of Station (PCS) move you may receive travel advances to assist you with the expenses you will incur for certain parts of the move. These advances are due back to the U.S. Fish and Wildlife Service within 90 days from the date the advance is issued. After the 120 day period expires, the advance begins to age. Once the advance ages 60 days, it is considered outstanding and a notice is sent notifying you that the advance must be repaid within 30 days. After the advance ages 90 days, a lump sum payroll deduction is initiated. Should this happen, you are notified by letter when the deductions will start and how much will be deducted per pay period. At this point, a payment plan may not be negotiated.

To avoid payroll deductions, a travel voucher should be filed five days after each part of your PCS move.

Travel advances are not to be used for anything other than what is stated on the travel advance request form.

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Employee Name

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Employee Signature

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Date