

**SAMPLE**  
**Memo to Employee Warning of Payroll Deduction**

Date

To: Employee Name

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

Subj: **Outstanding Travel Expense Claim - Payroll Deduction**

Based upon a review of your Travel Expense Claim for a trip to \_\_\_\_\_  
I find that your advanced amount of \$\_\_\_\_\_ is greater than your actual expenses  
(\$\_\_\_\_\_), in which case reimbursement to the State is necessary. The amount due is  
\$\_\_\_\_\_. As of this date, I have not received the amount past due, and previous  
communications with you have not resolved this.

Any amount advanced, for which repayment is due, can be satisfied by cash payment,  
check, (payable to CSUF and sent to the Cashiering Office, M/S # JA58, Attention Travel  
Technician), or payroll deduction. If the amount past due is not received by \_\_\_\_\_,  
I am directed to collect the amount due by payroll deduction. **Note: If your payroll  
warrant is an automatic direct deposit, the payroll deduction will stop the direct  
deposit.**

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.