

# PURDUE UNIVERSITY



**VICE PRESIDENT  
FOR BUSINESS SERVICES  
AND ASSISTANT TREASURER**

March 25, 1999

**TO:** Vice Presidents Deans, Directors, and Heads of Schools, Divisions,  
Departments and Offices

**RE:** Purdue Research Foundation (PRF) Salary Advance Policy

The PRF Salary Advance Policy is being revised to update the advance amounts available. The policy is also being expanded to allow the purchase of one-way airline tickets for new graduate student staff from countries with poor monetary conditions. Effective immediately, salary advances in the following amounts will be available to those individuals with the need of immediate cash.

Amounts available are:

Graduate Student Staff	Up to \$1,200
Faculty and A/P Staff	Up to \$3,000

New employees requiring salary advances should contact their Departmental Business Manager. Signing of a standard promissory note and approval of the Department Head will be required. Salary advances granted under this procedure must be repaid from the first three regular payroll checks.

Also effective immediately, departments may request an advance to purchase a one-way, non-transferable and non-refundable airline ticket for new graduate student staff meeting the following conditions:

- Graduate student has been admitted to Purdue University
- Graduate student has an offer and has accepted a graduate student position or fellowship
- Graduate student is a citizen of a country with poor monetary conditions

Signing of a standard promissory note, with approval of the Department Head and the Dean of International Programs, will be required. Advances granted for purchase of airline tickets must be repaid within one year from the beginning of the graduate student's staff appointment.

Advances in excess of the amounts listed above or requiring longer repayment periods, must be approved by the appropriate Executive Vice President.

Questions should be referred to your Business Manager.

J. S. Almond  
Vice President for  
Business Services and  
Assistant Treasurer