**Exhibit 3**

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.

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