



**Travel Fund Advance Request
(Attach to Travel Authorization)**

Traveler name:	Date:	
Mail Stop:	Phone Extension:	

Amount Requested: \$

Travel Advance Promissory Note
<p>I understand that my acceptance of a University Travel Advance indicates my agreement to use any advanced funds for official University business related travel expenses only. Use of advanced funds for charges other than official University business is a direct violation of the contract with Ethics Commission Advisory Opinion #147, and the UT System Travel policy. Further, I understand that any misuse will result in disciplinary action up to and including termination of employment.</p> <p>I understand that it is my responsibility to know the rules and policies regarding travel authorization, per diem rates and reimbursements. The advance may be used for any approved travel expenses. I am aware that UT-Dallas is exempt from all Texas State Sales Tax and that it is my responsibility to notify Texas vendors or hotels of our exemption status and provide a copy of UTD's Tax Exemption Certificate or Hotel Exemption form if necessary. I acknowledge that purchase of alcoholic beverages for personal consumption during travel is not allowed unless purchased in conjunction with an approved business entertainment function.</p> <p>I agree to submit all itemized receipts for travel purchases made on the <i>travel advance card</i> along with any out-of-pocket expenses for the same travel period on a Travel Voucher at the same time I return my activity report so that the two may be reconciled together. In the event any unauthorized charges appear on my activity report, I agree to reduce any reimbursement due to me by same amount. If the disallowed amount is greater than the reimbursement due to me I agree to reimburse the University from my personal funds. If I receive a <i>cash advance</i>, I agree to submit an approved Travel Voucher with required receipts within thirty (30) days after return from my trip. If my travel expenses are less than the advanced amount I will submit a check for the difference payable to the University. If my expenses are more than the cash advance I will be reimbursed for the amount spent over the amount of the advance.</p>

EMPLOYEE SIGNATURE	DATE
DEPARTMENT HEAD OR ADMINISTRATIVE SUPERVISOR SIGNATURE	DATE