

DOCID: _____

**THE UNIVERSITY OF TEXAS HEALTH SCIENCE
CENTER AT HOUSTON**

REQUEST FOR TRAVEL ADVANCE

(See Instructions on Next Page)

Name (In Full) _____ Date _____

Mailing Address _____

Title _____ Telephone Number _____

School or Unit _____ Department _____

Authorized Absence to Extend from (Date) _____ to _____

REQUESTED AMOUNT**\$ _____

**Not to exceed approved total
of Request for Travel less
cost of air transportation

Name of Individual Authorized to Pick Check Up
in Accounting Office if Different from Traveler _____

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On demand, for value received I promise to pay to the order of The University of Texas Health Science Center at Houston the sum of _____ Dollars at the Office of Accounting, Houston, Texas.

This note is executed for and in consideration of a certain cash advance in like amount, for which receipt is hereby acknowledged.

I further agree to submit a travel reimbursement voucher in such form and with necessary supporting receipts and documents, consistent with the Rules and Regulations of the Board of Regents of The University of Texas, or the provisions of the grant from which the above referred to cash advance was paid.

Final accounting shall be made to The University of Texas Health Science Center at Houston including (1) refund of any balances owed by me, not reimbursable by The University of Texas, and (2) submission of final travel expense reimbursement vouchers not more than thirty (30) days after completion of the trip for which such above referred to cash advance was made to me.

In the event that such final accounting is not furnished to The University of Texas Health Science Center at Houston within the time stipulated, interest at the rate of ten (10) percent shall be charged on the unpaid balance of said note, and The University is herewith authorized to enforce Art. 4350. Vernon Civil Statutes of the State of Texas, which section makes reference to withholding of payment to an individual who is indebted to the State.

If default is made in the payment of this note or if the maker fails to comply with any of the undertakings contained herein or if any default or condition exists authorizing the acceleration of maturity of the indebtedness hereunder, then the legal holder hereof shall have the option, which may be exercised without presentment or demand or payment and without notice to the maker or any other person obligated hereon, to declare this note immediately due and payable.

SIGNED _____

ACCOUNTING

INSTRUCTIONS

1. Only those employees who do not meet the salary qualifications or those who have been denied the Corporate Card will be allowed Travel Advances.
2. Prior to requesting a travel advance, the traveler must have a Request for Travel Authorization Form approved. The Request for Travel Advance Form should be submitted to the office of Accounting in duplicate.
3. A check in the amount of the projected travel cost (less transportation) will be issued to the traveler no more than five (5) working days prior to departure date.
4. Upon completion of the travel, the traveler must submit to the Office of Accounting a Travel Voucher for reimbursement of expenses incurred during the travel. The Travel Voucher must be filed in all cases.
5. In those cases where the travel advance exceeds the authorized travel expense, the traveler must transmit a personal check to the Office of Accounting reimbursing the UTHSC-H for the difference.
6. The Travel Voucher must be filed no later than thirty (30) days following the period of travel. The original of the Request for Travel Advance Form will be returned to the traveler upon completion of the transaction.