

## **Travel Advance Agreement**

As a representative of the University of Arkansas, Fayetteville, I may be authorized to travel on behalf of the University of Arkansas. I understand that receiving a travel advance is a privilege which can be withdrawn for failure to follow the provision of this agreement.

When I request and receive a travel advance, I agree:

1. That each travel advance will be repaid in full no later than thirty calendar days from the return date indicated on the approved REQUEST FOR TRAVEL AUTHORIZATION.
2. To submit a STATEMENT OF TRAVELING EXPENSES to the University's Travel Office within five working days after the completion of travel, showing expenses incurred with all required receipts attached.
3. That this Travel Advance Agreement is also an assignment to the University of any monies due me for reimbursable traveling expenses, to the extent of the travel advances.
4. That if a travel advance exceeds the reimbursable expenses submitted on a STATEMENT OF TRAVELING EXPENSES, I will attach my payment for the difference, or make payment in person at the University Cashier's Office located in the Union.
5. That if I fail to make an authorized trip for which I have received a travel advance, I will return or repay the travel advance within five working days of the trip cancellation date.

### **DIRECT DEPOSIT**

**Business Services, in coordination with the BASIS support group, is pleased to announce the availability of DIRECT DEPOSIT for employee's reimbursements and travel advances.**

Please see instructions for enrollment at the travel office website: <http://travel.uark.edu/> or direct questions to: Travel Office Manager, at 479/575-8414.

### **STUDENT TRAVEL ADVANCE**

In the event that I fail to repay a travel advance in full, in accordance with the above, the University is authorized to charge my student account on the ISIS system and withhold registration, transcripts or diplomas until the advance is repaid. I understand that I will not be eligible to receive future travel advances.

### **EMPLOYEE TRAVEL ADVANCE**

In the event that I fail to repay a travel advance in full, in accordance with the above, the University is authorized to withhold the full amount of the travel advance from any payment(s) due me from the University, including payroll checks, as a repayment of the travel advance. I understand that failure to follow these provisions twice within any twenty-four month period will make me ineligible to receive a travel advance for the next twenty-four month period.

---

Signature

---

Date

---

Printed Name

---

Department

---

University ID Number

---

Work Telephone Number