

# SAM HOUSTON STATE UNIVERSITY

## Travel Advance Agreement

**Date** \_\_\_\_\_

I hereby acknowledge receipt of a \$ \_\_\_\_\_ travel advance from Sam Houston State University for the following trip.

**Destination:** \_\_\_\_\_

**Travel Dates:** \_\_\_\_\_

I understand and agree that the University is not obligated by law to provide me a travel advance, which is granted solely for my convenience and benefit. Therefore, in consideration of receipt of this travel advance, I hereby acknowledge my debt to the University, which I agree to repay in accordance with the following terms and conditions:

When my Travel Voucher form is processed upon my return from this trip, my expense reimbursement will be applied first to my travel advance. Any reimbursement in excess of my travel advance will be paid to me by check.

If my travel expense reimbursement is less than my travel advance, I will remit the difference to the SHSU Cashiers' Office when I return to campus.

If my Travel Voucher has not been submitted 30 (thirty) days after the last day of my approved travel for this trip, I hereby agree to repay SHSU by payroll deduction until the advance is repaid in full.

If I should terminate my employment at SHSU, I agree to pay all outstanding travel advances immediately. If for some reason I do not settle up my account at termination, I further agree and authorize the travel advance to be deducted from my final paycheck, vacation payoff, retirement benefit, or other amounts owed to me by the State of Texas and Sam Houston State University, after taking into account any approved travel expenses submitted by me.

**Executed this** \_\_\_\_\_ **day of** \_\_\_\_\_ 2006

\_\_\_\_\_  
Authorized Representative by and on Signature  
Behalf of Sam Houston State University

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Social Security Number**