

Employee Travel Advance Agreement

This Agreement must be completed and returned to Accounts Payable before the Travel Advance Check is issued.

The College provides travel advances to assist with the required travel needs of its faculty and staff. In accordance with Trinity College Travel Policy. **“Travel Expense Report must be submitted to the Accounts Payable section of the Controller’s Office as soon as possible but no later than 15 days following completion of the trip.”**

I, _____ have requested a travel advance of \$ _____
PRINTED NAME **AMOUNT**

for travel to _____ on _____
DESTINATION **TRAVEL DATES**

As an employee of Trinity College, I understand and agree to the following:

- This Travel Advance is for my exclusive use as it relates to the above request.
- One trip per Travel Advance.
- No Travel Advance will be issued after the departure date.
- This Travel Advance will be accounted for on a Travel Expense Reimbursement Form. Original itemized receipts will be attached to the Travel Expense Reimbursement. Missing receipts over \$10 will be acknowledged in writing with the approval of authorizing officer. The Travel Expense Reimbursement will be submitted within 15 days after the completion of the trip.
- Any unused funds from the Travel Advance will be returned to the Cashier’s Office. All checks should be payable to: Trinity College. Your receipt should contain the following information: your name, travel purchase order number. A copy of the receipt should be attached to the Travel Expense Reimbursement when it is submitted to Accounts Payable.
- No additional advances or reimbursements will be processed if a travel advance is past due.
- If the Travel Expense Reimbursement has not been completed and sent to Accounts Payable within thirty (30) days after my return, the College is hereby authorized to deduct the amount of the Travel Advance from my payroll check.

_____ SIGNATURE	_____ DATE	_____ TRAVEL PURCHASE ORDER #
_____ DEPARTMENT	_____ ADDRESS	_____ TELEPHONE #