

THE UNIVERSITY OF TEXAS AT ARLINGTON
 Accounting and Business Services
Travel Advance Voucher

Exhibit 2-93
 Rev.15 June 2007

Dept entry, but cannot exceed approved Request for Travel.
 Do not include in estimate UTA central billed airfare through
 Corporate Travel Planners travel agency.

Total Estimated AMOUNT	
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DOCUMENT I.D. (Accounting Services Use Only)	
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Pay to: _____
 EID#: _____

Department: _____
 Box #: _____

Payment Distribution: _____
 (Mail Address, Dir Dep, Pickup)
 (Note DEFINE Mail Code) _____

Dept. Contact: _____ Ext. _____
 Travel Advance Account #: 12-9930-2597 Obj Code: 5371

Cash Advance for Period: _____ to _____
Date Date

Destination: _____

Travel Request #: _____

Paying Dep't Account #: _____

PROMISSORY NOTE - TERMS AND CONDITIONS:

For and in consideration of the cash advance received herewith, I promise to make full repayment to the Accounting and Business Services Office and The University of Texas at Arlington immediately upon the occurrence of any one of the events described below:

1. Failure to obtain the approvals that are required to authorize the trip for which this advance has been obtained.
2. Inability to make the trip for which this advance has been obtained, no matter what the cause of the inability.
3. Receipt of reimbursement for expenses shown on properly executed Travel Voucher that shall be submitted by me not more than *fifteen days* following the completion of the trip for which this advance has been obtained.

 Witness Date

 Signature Date

Approve for Payment

Recommended for Department: _____
Name Date

DATE	DOCUMENT #	AMOUNT	BALANCE	REFUND	COMMENT

You may be entitled to know what information U.T. Arlington collects concerning you. You may review and have U.T. Arlington correct this information according to procedures set forth in U.T. System Administration UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.