



## Texas A&M International University Travel Credit Card Advance Agreement

Employee Name	_____		
Last 4 digits of SS#	_____	FAMIS Account #	_____
Travel Dates:	_____	thru	_____
Meals	_____ # Days @ _____	= \$	_____
Lodging	_____ # Days @ _____	= \$	_____
Taxes	_____ # Days @ _____	= \$	_____
Other Expenses (specify)	_____	\$	_____
Other Expenses (specify)	_____	\$	_____
	TOTAL ADVANCE:	\$	=====

**CHECK LIST:** Travel Advance will not be issued if any item is missing.  
All items must be received by the Business Office at least 5 working days before travel.

- |  |  |
|--|--|
| <input type="checkbox"/> Travel Credit Card Advance Agreement (Approved) | <input type="checkbox"/> Confirmation from Hotel with daily rate |
| <input type="checkbox"/> University Employee Travel Request (Approved)   |  |

**I understand** that travel advances are issued only on an emergency basis in accordance with TAMIU regulations. The only expenses considered for travel advances are meals, lodging and certain transportation expenses. Such expenses shall not exceed the State of Texas In-State or Out-of-State Per Diem Rates. I have attached required documentation to support the amounts requested (within limits) and authorization for travel.

**I agree** that within five days after the trip, I will submit a State of Texas Travel Voucher itemizing business related expenses. All receipts, with the exception of meal receipts purchased with the travel credit card, will be turned in along with the travel voucher. Receipts (original) for meals not paid for with the travel credit card must be submitted with the travel voucher to receive reimbursement. The Business Office will deduct the travel advance amount from my travel reimbursement. No other travel advance will be issued to me unless I have cleared all outstanding travel advances. Failure to follow Travel Advance procedures will forfeit future travel advances. Also, it is my understanding that this is not the standard process to handle my travel expenses, and that I have applied for or I will apply for the University Travel Card.

**I am in accordance with the above:**

X \_\_\_\_\_  
Employee Signature Date

X \_\_\_\_\_  
**Account Manager Approval** Date  
Budgetary Unit Head

**Business Office Use:**

ALL Checklist Items Received \_\_\_\_\_ Date CC Issued: \_\_\_\_\_

Credit Card # \_\_\_\_\_

Credit Limit \$ \_\_\_\_\_

Valid Dates: \_\_\_\_\_ thru \_\_\_\_\_

HV: 2017-02-22