

Cash Advance Agreement for Travelers

As a representative of the University of Arkansas - Pulaski Technical College, I may be authorized to travel on behalf of the University of Arkansas. By signing below, I certify that I have read, understood, and agree to comply with the requirements of UAPTC Travel Policies and Procedures, including any future updates to the UAPTC Travel Policy. I further understand that failure to follow the requirements may result in loss of travel advance privileges and other consequences outlined in the Travel Policy, such as payroll deductions and student account restrictions.

Signature

Date

Printed Name

Department

University ID Number

Work Telephone Number

Please attach this form to your Spend Authorization in Workday.