



## Travis County Auditor's Office - Disbursements Division

### Travel Advance to Employees Deduction Agreement

Per the Travis County Travel Policy, expenses paid to employees in advance for Registration, Airfare, Lodging and Meals, are paid at the Auditor's discretion and require the following prior to travel:

1. An agreement signed by both the employee and their Official/County Executive/ Department Head allowing the County Auditor to deduct the full advance from the employee's paycheck;
2. The advance form signed by the Employee and their Official/ County Executive/ Department Head.

This form represents that agreement and shall be used as authorization to deduct from the employee's pay if deemed appropriate by the Auditor's Office. In the event that the final expense report is not submitted within 60 days of the end of the trip or prior to the termination of my employment with Travis County, I agree to have any advances not paid back deducted from my final paycheck.

Requested Advance payment details:

Amount of advance: \$ \_\_\_\_\_

Date of event: \_\_\_\_\_

Purpose of expense: \_\_\_\_\_

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Official/ Dept. Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_