THE UNIVERSITY OF TEXAS AT DALLAS

BOX 830688, RICHARDSON, TEXAS 75083–0688

VOUCHER / PROMISSORY NOTE FORM

Vo. No.

PAY TO: _____ DATE _____

MAIL ADDRESS: _____ CITY, STATE: _____ ZIP: _____

UTD ACCT. NO. AND TITLE: _____

DESCRIPTION	AMOUNT

CASH ADVANCE FOR PERIOD FROM _____, TO _____

PROMISSORY NOTE – TERMS AND CONDITIONS:

ON DEMAND FOR CASH ADVANCE RECEIVED HEREWITH, I AGREE TO ASSIGN TO THE UNIVERSITY OF TEXAS AT DALLAS ALL RIGHTS TO THE ENTIRE TRAVEL REIMBURSEMENT TO WHICH I AM ENTITLED FOR AUTHORIZED TRAVEL PERFORMED DURING THE TRAVEL PERIOD COVERED BY THIS CASH ADVANCE. FURTHERMORE, I PROMISE TO PAY TO THE ORDER OF THE UNIVERSITY OF TEXAS AT DALLAS THE SUM SPECIFIED IN THIS VOUCHER AT THE GENERAL ACCOUNTING OFFICE OF THE UNIVERSITY OF TEXAS AT DALLAS, RICHARDSON, TEXAS. I FURTHERMORE AGREE TO SUBMIT TRAVEL AND/OR REIMBURSEMENT VOUCHERS ON A MONTHLY OR MORE FREQUENT BASIS IN SUCH FORM AND WITH NECESSARY SUPPORTING RECEIPTS AND DOCUMENTS, CONSISTENT WITH THE RULES AND REGULATIONS OF THE BOARD OF REGENTS OF THE UNIVERSITY OF TEXAS SYSTEM, AND THE PROVISIONS OF THE GRANT FROM WHICH THE ABOVE REFERRED TO CASH ADVANCE WAS PAID. SUCH EXPENSE REIMBURSEMENT VOUCHERS SHALL BE COMPLETED AS QUICKLY AND EXPEDITIOUSLY AS POSSIBLE AFTER THE CLOSE OF THE CALENDAR MONTH AND FORWARDED TO THE UNIVERSITY OF TEXAS AT DALLAS FOR PROCESSING, PROVIDED HOWEVER, THAT NOT MORE THAN FIFTEEN DAYS SHALL ELAPSE FROM THE END OF THE CALENDAR MONTH UNTIL THE EXPENSE REIMBURSEMENT FOR SUCH MONTH SHALL BE FORWARDED TO THE UNIVERSITY OF TEXAS AT DALLAS. THE PROCEEDS FROM THE EXPENSE REIMBURSEMENT VOUCHERS ARE TO BE APPLIED AGAINST THE PRINCIPAL SUM HEREIN ABOVE SET OUT.

FINAL ACCOUNTING SHALL BE MADE TO THE UNIVERSITY OF TEXAS AT DALLAS INCLUDING, (1) REFUND OF ANY BALANCE OWED BY ME, NOT REIMBURSED BY THE UNIVERSITY OF TEXAS AT DALLAS AND (2) SUBMISSION OF FINAL EXPENSE REIMBURSEMENT VOUCHERS NOT MORE THAN THIRTY (30) DAYS AFTER COMPLETION OF THE PURPOSE FROM WHICH SUCH ABOVE REFERRED TO CASH ADVANCE WAS MADE TO ME.

IN THE EVENT THAT SUCH FINAL ACCOUNTING IS NOT FURNISHED TO THE UNIVERSITY OF TEXAS AT DALLAS WITHIN THE TIME STIPULATED, NOTICE WILL BE GIVEN TO THE PAYROLL DEPARTMENT OF SUCH INDEBTEDNESS AND THE NEXT REGULAR PAYCHECK OF THE EMPLOYEE NAMED HEREIN WILL BE WITHHELD UNTIL SUCH INDEBTEDNESS IS RETIRED IN ACCORDANCE WITH ARTICLE 4350, VERNON CIVIL STATUTES OF THE STATE OF TEXAS, GOVERNING INDEBTEDNESS TO THE STATE OF TEXAS.

IF DEFAULT IS MADE IN THE PAYMENT OF THIS NOTE OR IF THE MAKER FAILS TO COMPLY WITH ANY OF THE UNDERTAKINGS CONTAINED HEREIN OR IF ANY DEFAULT OR CONDITION EXISTS AUTHORIZING THE ACCELERATION OF MATURITY OF THE INDEBTEDNESS HEREUNDER, THEN THE LEGAL HOLDER HEREOF SHALL HAVE THE OPTION, WHICH MAY BE EXERCISED WITHOUT PRESENTMENT OF DEMAND FOR PAYMENT AND WITHOUT NOTICE TO THE MAKER OR ANY OTHER PERSON OBLIGATED HEREON, TO DECLARE THIS NOTE IMMEDIATELY DUE AND PAYABLE.

WITNESS _____ DATE _____ SIGNATURE _____ DATE _____

FOR ACCOUNTING USE ONLY

6 PURCHASE ORDER 11	CLOSE 12	20 VO. NO. 25	26 INV. NO. 32	BK. CODE	DUE DATE OR CK. NO. 34 39	40 VEND. NO. 44

45 ACCT. NO. 49	SUB 50 51	52 EXP. 55	56 W/O 59	COMM	61 AMOUNT 68	69 DISC. 73	74 TAG NO. 79
APPROVAL							TOTALS ←

INSTITUTION APPROVAL:

DATE APPROVED FOR ADVANCE _____ 19____

APPROVED: _____

APPROVED: _____

WHITE – ACCOUNTING YELLOW – ACCOUNTING PINK – MAKER WITH CHECK