

**IOWA STATE UNIVERSITY
TRAVEL ADVANCE / PAYROLL AUTHORIZATION**

In consideration of receiving a travel advance to facilitate my travel, I agree to provide an accurate accounting, together with appropriate documentation, for the travel advance funds within 30 working days after completion of the travel. By providing the information below, I authorize Iowa State University to withhold the amount of the travel advance from my paycheck if an accurate accounting is not provided by me within the stipulated time in accordance with ISU policies and procedures.

I understand that this charge will be put on my Accounts Receivable account and is subject to finance charges if past-due.

Signature of Traveler

Worktag(s) Funding Advance

Date