

**PRAIRIE VIEW A&M UNIVERSITY  
TRAVEL/NON-TRAVEL ADVANCE VOUCHER**

Date: \_\_\_\_\_, 20\_\_\_\_\_

This certifies that \_\_\_\_\_ (\$\_\_\_\_\_ )  
Written Amount

has been issued to \_\_\_\_\_  
Payee

for the following purpose:

- |  |                                      |   |  |
|--|--------------------------------------|---|--|
| <input type="checkbox"/> Travel<br>Advance     | <input type="checkbox"/> Recruitment | <input type="checkbox"/> With Students                | <input type="checkbox"/> Foreign Travel                    |
| <input type="checkbox"/> Non-Travel<br>Advance | <input type="checkbox"/> Emergency   | <input type="checkbox"/> Vendor will not<br>Accept PO | <input type="checkbox"/> Various Vendors<br>Small \$ Items |

**Certification: WE CERTIFY AND AGREE TO BE HELD PERSONALLY LIABLE FOR THE RETURN OF VALID RECEIPTS AND/OR THE ADVANCED FUNDS TO PRAIRIE VIEW A&M UNIVERSITY WITHIN TEN (10) BUSINESS DAYS.**

\_\_\_\_\_  
Payee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Budget Head/Department Head

\_\_\_\_\_  
Date

**Approvals/Signatures:**

\_\_\_\_\_  
Controller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Travel Advance Accountant

\_\_\_\_\_  
Date

**Warning: Failure to clear advance within ten (10) business days will result in travel reimbursement checks being withheld and ineligibility for future advances until advance is cleared.**

Revised 03/23/06