

MOUNT PLEASANT ISD  
TRAVEL ADVANCE WITHHOLDING AUTHORIZATION  
7/12

In consideration for the District issuing a travel advance to me for travel on District related/sponsored business, I execute this authorization. This authorization specifically allows the District to withhold any amount of the travel advance that is not accounted for by documentation/receipts and the returned, unused travel advance from my paycheck.

By executing this authorization, I understand and agree to the following:

1. I have read and understand the Mount Pleasant ISD Travel Advance Guidelines;
2. I am being provided a travel advance from the District in the amount of \_\_\_\_\_, for the purpose of traveling to the following District related/sponsored event:  
\_\_\_\_\_  
\_\_\_\_\_

3. I understand that I am solely responsible for providing the District with any documentation/receipts supporting the use of the travel advance within 7 business days of my return from travel;

4. I understand that I am to return the entire unused portion of the travel advance, if any, to the District within 7 business days of my return from travel;

5. I understand that if I fail to return all documentation/receipts supporting the use of the travel advance and the entire unused portion of the travel advance, if any, to the District within 7 business days of my return from travel, the District will withhold any amount of the travel advance not supported by the documentation/receipts and the unused portion of the travel advance from my next paycheck, up to and including the entire amount of the \$ \_\_\_\_\_ travel advance I received from the District.

\_\_\_\_\_ specifically authorize the District to withhold any amount of the travel advance not supported by the documentation/receipts and the unused portion of the travel advance from my next paycheck, up to and including the entire amount of the travel advance I received from the District. This authorization is only effective in the event I fail to provide the required documentation/receipts and the unused portion of the travel advance to the District as set forth in this authorization and in the Mount Pleasant ISD Travel Advance Guidelines.

\_\_\_\_\_  
District Employee

\_\_\_\_\_  
Date