

The University of Texas at El Paso
AUTHORIZATION TO DEDUCT OUTSTANDING
TRAVEL ADVANCE FROM PAYROLL CHECKS

Name: _____

U.T. EID: _____

The State of Texas, County of El Paso:

I, _____ do hereby authorize the Payroll Office at the University of Texas at El Paso, El Paso County, to take a repayment deduction from my paycheck(s) for the **TRAVEL ADVANCE** I am requesting.

I further understand that I agree that the Payroll Office will automatically take this deduction for any **TRAVEL ADVANCE** if it is outstanding for more than 45 days after the date of travel (as indicated on the Request for Travel Authorization Form). I understand that current operating procedures require that travel reconciliation is to be submitted no later than 10 days after completion of travel. This deduction will appear as "Emergency Payments" on my earning statement(s).

Date: _____

Signature: _____

With few exceptions, you are entitled on your request to be informed about the information UTEP collects about you. Under Sec 552.021 and 552.023 of the TX Govt Code, you are entitled to receive and review the information. Under Sec 559.004 of the TX Govt Code, you are entitled to have UTEP correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the UT System Business Procedures Memo 32. The information that UTEP collects will be retained and maintained as required by TX. Records retention laws (Sec 441.180 et seq. TX Govt Code) and rules. Different types of information are kept for different periods of time.