ST. LAWRENCE UNIVERSITY TRAVEL ADVANCE REQUEST

Pay to the Order of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(PLEASE PRINT LEGIBLY)

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Check Distribution: (circle one) US Mail Direct Deposit Campus Mail P/U Business Office

Account #: 1-00-00-00000 Object Code: 14030 Total: \_\_\_\_\_\_\_\_\_\_\_\_\_

Account #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Object Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total: \_\_\_\_\_\_\_\_\_\_\_\_\_
 *(Where expenses will be charged.)*
Explanation (Who, What, Where, When, Why): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Requests will be returned if all information is not completed legible. Individuals cannot sign their own advance requests. Approval must come from the next level up.

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APPROVAL DATE

NOTE: Checks are printed every Friday by Noon for payment requests received by Tuesday at 4:00.

Requests for advances to employees will be paid by direct deposit on Monday if the employee’s salary is paid by direct deposit. If the employee’s salary is paid by check, reimbursements will be paid by check as well.

Refer to the Business Office website <http://www.stlawu.edu/business/> for forms and more information.