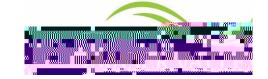
# Advance Requisition



Send the completed form to:

Professional Development advance requestsman Resources | in-service\_pd@ufv.ca All other advance requestsinancial Services | acctspayable@ufv.ca

**Requestor Information** 

## Advance Requisition

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## Terms of Advance (employee/non-employee)

I have requested an advance in the amtdadicated on the prior page for tacipated expenses and, if approved, agree to account for this expense by providing original receipts to Humsanu Roes (for related PD expenses) or Financial Services, within 30 days of the Date of Activity end date.

### Employee Adance

If I fail to account for eligible expenses within the specified time period, I mage to repay the advance balance in full within 60 days from the end date of the event.

If this advance is for an employee article to repay the advance beance in full within 60 days from the end date of the event, I understand and agree that V will deduct the advance balance from next regular payroll deposit in a one-time deduction for the balance in Italy EXCEPT where the advance balance balance amount of my next regular payroll deposit, I agree that UFV will deduth advance from my payroll deposition the balance is paid in full.

I understand that if my employment terminates prior to repayment of the advance intifelladvance balance due at the time of termination will be deducted from my "nal was and any vacation pay duedawing at the time of my termination. If all unpaid earnings at the time of termination are insufficientation to the advance, I will make a personal payment or sign a promissory note to the birsity of the Fraser Valley (UFV) for the balance due.

#### Non-Employee Advance

If this advance is for a non-employee, I understand and agase if the advance balance is not repaid in full within 60 days from the Date of Activity end date, that UFV will dedinate advance balance from the count(s) identified under Activity Information.