

**SAMPLE**  
**Request to Payroll for Payroll Deduction**

Date

To: Payroll Technician  
Payroll Services

From: Manager, Accounts Receivable  
M/S # JA58

Subj: **Payroll Deduction to clear a Travel Advance**

\_\_\_\_\_ from the Department of \_\_\_\_\_ received a travel advance on travel application # \_\_\_\_\_ in the amount of \$\_\_\_\_\_. When the Travel Expense Claim was filed, the advance of \$\_\_\_\_\_ was greater than the Claim total of \$\_\_\_\_\_, in which case reimbursement to the State is necessary. The total due from \_\_\_\_\_ is \$\_\_\_\_\_. Numerous attempts have been made to collect the amount due, to no avail.

Please deduct the sum of \$\_\_\_\_\_ from this employee's pay warrant according to State Regulation # HR 96-11 / (108) to clear his advance. The check should be issued to CSUF and be directed to \_\_\_\_\_, Travel Technician, M/S # JA58.

Thank you for your assistance. Any questions may be directed to \_\_\_\_\_, at extension 84019.