

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.