



Employee Business Advance Request (Non-Travel)

Department ProCards should be the first option when a purchase needs to be made for the University. In the rare event that an employee must make a purchases out of pocket, and advance funds are necessary to cover the business expense, this form should be utilized.

Please allow at least **5 FULL BUSINESS DAYS** from the day the form is received by Accounts Payable for check issuance. Advance requests under \$100 will not be processed

Helpful Tips:

- *Tips on meals cannot exceed 20%.
- *Retain all original itemized receipts which are required to clear the advance.

Employee ID:

Date:

Name:

Email:

Phone/Extension:

*Direct Deposit:
(Separate from Payroll
Direct Deposit)

(For Direct Deposit Form: <http://web.sonoma.edu/finance/forms-policies/>)

***By selecting No, and not signing up for Accounts Payable direct deposit, your business advance will be sent to Seawolf Service Center for pickup. Once the advance check is issued and available, Seawolf Service Center will contact you.**

Date Needed:

Date of Event:

Business Unit:

Special Note: Please do not combine Business Units. Use one form per Business Unit

| Account | Fund | Dept | Amount |
|---------|------|------|--------|
|---------|------|------|--------|

Purpose of Advance:

Employee Signature

Date

Approving Authority Signature

Date

By signing, I understand that employee business expenses issued by Sonoma State University are required to be cleared with an employee business reimbursement claim (non-travel) no later than 45 days after the issuance of the advance or 10 days after the completion of the event, whichever occurs first, and that failure to submit my business expense reimbursement claim (non-travel) in a timely manner may result in my account being sent to a collection agency.