



# Instructions

## Employee

1. Fill out all employee sections of form.
2. Sign and date.
3. Submit to appropriate person for approval.

## Office Manager/Meeting Facilitator/Budget Authority

1. Ensure form is filled out completely and correctly.
2. Confirm correct budget number.

**Payday is the last business day of the month.**

Location Codes			
CVES	5015	CKMS	4397
FCES	2222	SMS	2124
NBES	2287	TFMS	5135
OES	4308	MSHS	2850
SES	2288	TRS	1502
TRES	5457	DO	1079
PPP	5296		