



Pay To (Legal Name):

Faculty/Staff/Student - Provide University ID: All Others - See Below**

Mailing Address: APT:

City: St: Zip:

Citizenship Status *Proper immigration and IRS documents must be on file with the International Department and Business Office before any type of payment can be made.

Account			Amount
Fund	Object	Unit/Balance	
<input type="text"/>	<input type="text"/>	<input type="text"/>	400.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total Amount: \$			400.00

Describe fully and if applicable attach documentation:

Travel advance for airfare to Annual Conference, October 19-21, 2011

Pickup/Delivery Instructions
By Whom:
When:
Name:
Campus Address:

* Only the visible area of the textbox will be printed. If more area is needed, please attach an external document.

Date: Authorized Signature: _____
Name:
Phone Number: XXX-XXX-XXXX

Please print out form and Campus Mail to:
Business Office

Print

**Provide W-9, unless already on file. W-9 form can be found at http://www.wlu.edu/Documents/business_office/w9nonfillin_form_08.pdf