

## ADVANCE REQUEST FORM AND AGREEMENT FOR IN-SERVICE PROFESSIONAL DEVELOPMENT

- A copy of this agreement with the employee's original signature must be received in Human Resources prior to authorization of the advance.

UFV Employee No.	Last Name	First Name	UFV Phone Number
Home Address			Home Phone Number

Name of Event	End Date of Event	Amount Requested	Date Amount Required
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### EMPLOYEE AGREEMENT AND SIGNATURE

<ul style="list-style-type: none"> <li>• I have requested an advance in the amount indicated above for anticipated PD expenses and, if approved, agree to account for this expense by providing original receipts to Human Resources within 30 days from the end date of the event.</li> <li>• If I fail to account for eligible expenses within the specified time period, I agree to repay the advance balance in full within 60 days from the end date of the event.</li> <li>• If I fail to repay the advance balance in full within 60 days from the end date of the event, I understand and agree that UFV will deduct the advance balance from my next regular payroll deposit in a one-time deduction for the balance in full; EXCEPT where the advance balance exceeds the amount of my next regular payroll deposit, I agree that UFV will deduct this advance from my payroll deposits until the balance is paid in full.</li> <li>• I understand that if my employment terminates prior to repayment of the advance in full, the advance balance due at the time of termination will be deducted from my final wages and any vacation pay due and owing at the time of my termination. If all unpaid earnings at the time of termination are insufficient to settle the advance, I will make a personal payment or sign a promissory note to the University of the Fraser Valley (UFV) for the balance due.</li> </ul>			
Signature		Date	

### HUMAN RESOURCES USE ONLY

Approved	Not Approved	AVP HR Approval Signature
Notes:		