

**EMPLOYEE PAYROLL DEDUCTION AUTHORIZATION FORM**  
***For Travel Expenses***

**Employee Name:** \_\_\_\_\_

**Deduction Effective Date:** \_\_\_\_\_  
(date the per diem was received)

**Payroll Deductions:** \$ \_\_\_\_\_  
(amount of the per diem)

I agree that my net pay will be reduced by the amount of my deduction as checked and indicated above in the event of termination of employment or failure to submit a travel claim.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_