



## Administrative Payments from Employees

---

Employee Name:

Employee Address:

(City)

(State)  (Zip)

---

### PLEASE SELECT PAYMENT TYPE

Parking       Travel       Misc. (Jury Duty, etc.)

Customer #      (Parking Only)

Authorization #      (Travel Only)

Invoice #      (Misc Only)

Amount Paid:      \$  .

**Small Business Administration  
Employee Use Only**