



# Employee Agreement Form for Travel and Business Expense Reimbursement

Socorro ISD's Accounts Payable Department will provide the reimbursement for travel and business expenses only via direct deposit. AP department will reimburse these expenses to the primary bank account that you have designated on your payroll records. Please complete the information below, sign form and return to the Purchasing Clerk to assign you a vendor number if need it.

Last Name:

First name:

Employee Number:

Telephone #:

Bank Source

My main Bank Account designated for Payroll purposes.

I authorize Socorro ISD to credit my checking or saving account with the main bank listed on payroll. If Socorro ISD erroneously deposits funds into my account, I authorize Socorro ISD to initiate the necessary debit entries not to exceed the total of the original amount credited for the current pay period. I also understand that this authorization may take effect after more than one pay period from its submission and that I am responsible to update my banking information as needed.

Signature

Date

Official Use Only

Vendor Number:

Received Date:

Enter by: