

Strom Engineering Advance Request Form

*It needs to be emphasized through recruiting that; an employee needs to have enough money on hand to cover 1-2 days of costs **including Hotel and Food**.

Today's Date:			
Arrival Date:			
Job Location:			
Employee Name:			
Social Security #:			
Employee # (Payroll only	7):		
Did the Employee Fly or Drive?		Fly	Drive
If they drove include;			
City	State	Zin Code	

- If they drove from somewhere other than home address, include gas receipts showing trip origin.
- Per-diem advances will be deducted from the employee's first full workweek.