**Pro forma for pay advance**

**Employees Name …………………………………………………….**

**Manager …………………………………………………….**

**Start Date …………………………………………………….**

**Amount Required £**

**Reason for pay advance; ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Timesheet completed and checked by Manager against Rota?**

**(copy must be attached)**

**This pay advance has been checked and approved by**

**…………………………………Signed Printed…………………………………….**

**Date……………………………**