



USAID
FROM THE AMERICAN PEOPLE

APPLICATION FOR ADVANCE OF PAY FOR OVERSEAS ASSIGNMENT

(Submit all required forms to Payroll@USAID.Gov)

PRIVACY ACT STATEMENT

The solicitation of this information is authorized under 5 U.S.C. 5504. The solicitation of your social security number is authorized by Executive Order 9397, dated November 22, 1943. This information will be used to verify eligibility for advance of pay. After granting advance of pay, forms are subject to fiscal audit by this Agency and the General Accounting Office. Disclosure of the requested information is voluntary; however, failure to provide the information required may result in delay or suspension of your advance of pay request.

1. Name	2. Social Security Number (last 4 digits)
3. Place of Assignment	4. Travel Authorization Number and Date
5. Estimated Date of Arrival at Post	6. Amount of Request
7. Number of Repayment pay Periods (Limited to 18 Pay Periods)	8. Bi-Weekly Repayment

Employee Certification:

In connection with my assignment as shown in item 3 above, I hereby make a request for an advance of pay. Attached are copies of my Request and Authorization for official Travel (AID 5-8) and my most recent Statement of Earnings and Leave (USDA Form AD-334). I understand that not more than 6 pay periods of net pay can be requested. Repayment of this advance is to be made by payroll deduction over a period not to exceed 18 pay periods commencing with one full pay period after the receipt of funds. I will maintain other voluntary deductions such as allotments in amounts so as not to delay repayment of this advance. I certify that this request is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. In the event this assignment is terminated for personal convenience, immediate repayment of any outstanding amounts of advanced pay will be made.

Employee's Signature	Date
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Falsification of any item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287, 1.d. 1001).