**D PAYMENT ORDER TRAVEL ADVANCE**

**SEND TO THE ACCOUNTING DEPARTMENT via** [Service Now](https://support.epfl.ch/epfl?id=epfl_sc_cat_item&sys_id=c46775e6dbeb005479f593c8f49619cd&referrer=popular_items)

**⇨** Please attach copy of travel request

**⇨** Please indicate your staff number (matricule)

**⇨ Authorized Signatures: Service Now is not linked to Accred, it is the responsibility of the unit to ensure that the person(s) validating the transaction in Service Now have the proper signature rights.**

**Please provide the following information**

|  |  |
| --- | --- |
| **Travel request Number** |       |
| Reference (information on transfer) |       | Date :       |
| Beneficiary’s NAME and first name |       | Staff Number:       |
| Amount to be paid |       | Currency: CHF |
| Comments |       |