

**ARKANSAS DEPARTMENT OF CORRECTION**  
ADC BUS POOL EXPENSE REIMBURSEMENT  
PAYROLL DEDUCTION AUTHORIZATION

I, \_\_\_\_\_, hereby approve a payroll deduction of \$20.00, for reimbursement of commuter expense to the Department of Correction. Such deduction will commence with the pay period beginning on \_\_\_\_\_ and continue through the pay period corresponding with my two week notice of non-participation in the ADC Bus Pool.

**Signatures:**

**Payroll Information:**

\_\_\_\_\_  
**Employee Printed Name**

\_\_\_\_\_  
**AASIS Personnel Number**

\_\_\_\_\_  
**Employee Signature                      Date**

\_\_\_\_\_  
**Position Title**

\_\_\_\_\_  
**Unit**

\_\_\_\_\_  
**Central Human Resource Processed      Date**