



Loma Linda Veterans Association for Research

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909.583.6250; 909.801.5190 Fax

humanresources@llvare.org

Incentive Award Authorization

Incentive Awards will be direct deposited with normal payroll check for employee

Form must be received by 10 am the Thursday Preceding Payroll in order to be processed for requested date

Date: _____ Authorized By: _____
Title: _____

Employee Information

Recipient Name _____

Pay Period End Date to be Paid _____

LLVARE Project _____ Please Indicate Whether Amount Is Net Or Gross
Net

Award Amount _____ Gross

Incentive Award

Please provide a brief statement as justification for the recommendation of the above-named recipient.

LLVARE office use only:
Approved: _____
Effective Date: _____
Updated in Systems: _____