**FD1B**



**Expenses to be incurred on University Business: Application for an Advance**

|  |  |
| --- | --- |
| Name |  |
| Employee number |  |
| Address |  |
|  |  |
| Currency requested |  |

TRAVEL (see the Employee Expenses Policy and Procedures for guidance)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Purpose of journey | From | To | Method e.g. Air/Rail/Car | Value |
|  |  |  |  |  |  |

SUBSISTENCE/ACCOMMODATION ALLOWANCE/OTHER EXPENSES

|  |  |  |
| --- | --- | --- |
| Date | Nature of Expense | Value |
|  |  |  |

Reason for the advance:

Signature of Claimant:

Date:

Following the trip, the Advances Clearing form should be completed and passed to your finance department with associated receipts.

If expenses incurred exceeded the advance provided, an expense claim should be made through Concur for the difference with a note to explain why the amount claimed is lower than the value of the receipts.

**FD1B**

**Expenses to be incurred on University Business: Application for an Advance**

Authorisation:

Date:

|  |  |
| --- | --- |
| ACCOUNTING CODES | AMOUNT |
| U.(Dept.Code).0000.0000.UNDF.0000 |  |

|  |  |
| --- | --- |
| Date of collection: |  |
| Name of person(s) collecting advance: |  |
| Name of departmental authoriser: |  |
|  |  |
| Are specific denominations required? Y/N | If Yes, please specify: |

FINANCE DIVISION USE ONLY

|  |  |
| --- | --- |
| AP Supplier number: |  |
| Terms: | Immediate / Check / Transfers (F) |
| Sterling value confirmed by bank: |  |