



UNIVERSITY OF CAMBRIDGE
Expenses to be incurred on University Business: Application for a Sterling Advance

NAME (BLOCK CAPITALS)

EMPLOYEE NUMBER

ADDRESS

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TRAVEL (see Chapter 2b of the Financial Procedures Manual for guidance on completion)

Date	Purpose of Journey	From	To	Method e.g. Air/Rail/Car	Mileage estimate @ 40p	Estimated £	p

Reason for the advance:

Signature of Claimant

Date

SUBSISTENCE/ACCOMMODATION ALLOWANCE/ OTHER EXPENSES

Date	Nature of Expense	Estimated £	p

Authorisation:

Date:

<u>ACCOUNTING CODES</u>	<u>AMOUNT</u>
U.Dept Code.0000.0000.UNDF.0000	

TOTAL ADVANCE

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