

Expenditure should normally be via SAP or one of the University's credit card schemes.

If one of these methods is not possible and you have already incurred the expenditure and have a receipt please claim your expenses on form FP16a (any subsequent refunds must be repaid to the University).

Advances should only be requested in cases of financial hardship, when considerable expenditure is anticipated and no other payment method is available.

<b>Name</b> _____		
<b>Department</b> _____	<b>Ext No.</b> _____	<b>Fax No.</b> _____
<b>Vendor number</b> 3   0   0   _ _ _ _ _		<b>Fax No. MUST be completed</b> if you require foreign currency or travellers cheques  You will receive a fax from Accounts Payable which you must take with you to Barclays

**Amount required (specify currency and amount):** \_\_\_\_\_

**Person to collect currency (if other than applicant):** \_\_\_\_\_

**(Note: Applicant MUST collect personally if travellers cheques)**

**(If collecting currency from Barclays, you must take a passport or photographic driving licence)**

**Note: Foreign Currency or travellers cheques advances MUST be collected from Barclays Bank on campus. The hefty charges that the bank imposes in the event of non-collection will be charged to your department. Sterling advances will be paid directly into your bank account**

**Reason for advance** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Period of travel from** \_\_\_\_\_

**to** \_\_\_\_\_

**The advance will be required on** \_\_\_\_\_

The application must be received in the Payroll Office at **least 10 working days** before the advance is required.

Advances are initially charged to the general ledger code **440240**.

**Guidance notes on procedures after the travel:**

As soon as the final costs are known and within 5 working days from the completion of the official journey the member of staff must complete the usual travel claim form (FP16a) and forward it to the Payroll Office section of the HR Department, together with such receipts as are necessary to substantiate the claim (see Financial Procedures 16.3.3.4 and 16.3.4.5). The final claim form must contain the departmental or research code from which the expenses are to be met, must be properly authorised by the budget or grant holder and must be clearly marked at the top "SUPPORT FOR AN EARLIER ADVANCE OF EXPENSES".

Advances will not be issued if the member of staff already has an advance outstanding.

**I confirm that if the advance exceeds the actual expenses incurred then I will repay this amount at the same time as I submit the final claim. If I fail to submit a properly completed claim within a reasonable period of my return, and after appropriate warning, I hereby authorise deduction from my salary of the amount advanced.**

**Signature of Claimant** \_\_\_\_\_

**Date** \_\_\_\_\_

**Authorised by** \_\_\_\_\_

**Date** \_\_\_\_\_

(Signature of Chairperson/Head of Department or the named deputy for the relevant budget)

Please print name and title \_\_\_\_\_

(Authorised departmental signatory)

**For use in the Payroll Office**

Date claim received in Payroll Office	Claim checked by Payroll Office	Voucher Number
	Claim Approved (>£1,500)	ATE ref.