

Expenses incurred on University Business: Application for Refund

ADDRESS

--

TRAVEL (see Chapter 5b of the Financial Procedures Manual for guidance on completion and the Finance Division website for current rates)

<small> F1011 / 222 Use Chapter 26 of the Financial Procedures Manual for guidance on completion and the Finance Division website for current rates. </small>							
Date	Purpose of Journey	From Time Left	To Time Arrived	Method e.g. Air/Rail/Car	Mileage claimed @ 40p	£	p

£..... Supporting vouchers are attached. I

hereby apply for a refund of £.....

Signature of Claimant

Date

SUBSISTENCE/ACCOMMODATION ALLOWANCE/OTHER EXPENSES

(For business entertainment claims please attach details re the purpose of the entertainment, the names of all those in attendance and their institutions)

Date	Nature of Expense	£	p
TOTAL EXPENSES			
LESS ADVANCES TAKEN			
TOTAL CLAIM			

ACCOUNTING CODES	AMOUNT

Authorisation: **Date:**.....

TOTAL EXPENSES

LESS ADVANCES TAKEN

TOTAL CLAIM