

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.

| | | | |
|-----------------------|--------------|---------|-------|
| Name | _____ | | |
| Department | _____ | Ext No. | _____ |
| Vendor number | 3 0 0 | _____ | _____ |
| E-mail address | _____ | | |

The letter you need to take to Barclays to collect any currency will be e-mailed to you

| | |
|--|----------------|
| Amount required (specify currency and amount): | _____ |
| Person to collect currency (if other than applicant): | _____ |
| The advance will be required on: | _____ |
| Period of travel from: | _____ to _____ |

NB:

1. Foreign Currency or travellers cheques **MUST** be collected from Barclays Bank on Campus. In the event of non-collection the bank charges will be charged to your department
2. Sterling advances will be paid directly into your bank account
3. From January 2015, Barclays will be **closed** on **Tuesdays** and **Wednesdays**; please allow for this when submitting your advance and specifying collection date
4. You must take a passport or photographic driving licence when collecting currency

| | |
|---------------------------|-------|
| Reason for advance | _____ |
| | _____ |
| | _____ |

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 code from which the expenses are to be met, must be properly authorised by the budget or grant holder and the sum advanced must be shown in the box "amount of ADVANCE already received"

Advances will not be issued if you already have 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 |
| _____ | | | _____ | _____ |
| For Office use only | | | | |
| Amend to: | Amended | Posted | Claim Approved (>£1,500) | ATE ref. |
| | | | | |