



Declaration of attendance abroad for which an advance per diem has been paid

1. I, hereby declare that I visited
(City & Country)

Arriving in destination at (date & time)

Departing destination at (date & time)

on University business for which I received a per diem allowance in advance.

2a. I confirm that, on the nights I am claiming a per diem, I was staying in the type of accommodation as stated on my advance claim form.

Signature of claimant.....

Date

OR:-

2b. The following alterations to my planned schedule occurred for which I claim extra per diem expenses, or I return the due part of the advance I received.

(Please give details).....
.....
.....

Signature of claimant.....

Date

To be returned to Expenses@warwick.ac.uk immediately upon return from overseas trip