

A D V	UNIVERSITY OF BRISTOL PLEASE PRINT CLEARLY DEPARTMENT: _____	ADVANCE EXPENSE REQUEST FORM PLEASE GIVE FINANCE ONE WEEKS NOTICE	A D V
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CLAIMANT:

(Name, Title & ALL initials)

Cheques will normally be sent c/o the department named above unless an alternative address is given below.

Post Code: _____

If this instruction is different to your last claim please tick this box >

REASON FOR REQUEST

IF TRAVEL :

DATES From _____ To _____

DESTINATION: _____

PURPOSE: _____

ESTIMATE OF ANTICIPATED EXPENDITURE

	£	p
Conference Fee		
Estimated car mileage		
_____ @ _____ p		
_____ @ _____ p		
Other travel *** <i>Second class return fare.</i>		
Accommodation ***		
Subsistence ***		
Other / Miscellaneous ***		
** TOTAL ADVANCE REQUESTED		

DECLARATION

I declare that the total advance requested will be used by me solely in the course of the University's business.
 I confirm that I will send an expense claim form with full details of actual expenditure incurred, together with full supporting documentation, and refund any unused monies as soon as possible after my return.
 Any receipts in a foreign currency will be scheduled with details of exchange rate(s).

Signed: _____

Dated: _____

AUTHORISATION

This request is correct and in order for payment.

Signed: _____ Authorised Signatory

Dated: _____

Note 1 Original receipts must be submitted on return. Cr. card vouchers or statements are not accepted as proof by Inland Revenue.
 Note 2 Personal expenses (eg Alcoholic drinks) and third party expenses are not allowable

Requests for advances of more than £1,000 require approval of the Finance Director

>>> Signed: _____

Dated: _____

FOR ADMIN USE ONLY			Ext Ref 1		
			Ext Ref 2	Order No:	
			Ext Ref 3	Other Ref:	
Charge Codes			£		p
EL1	EL2	EL3			Description
Expenses Allowable	Rates / Calculations Correct	TOTAL	Must equal total expenses claimed at **		For Finance Office use only
					Advance sent £ _____ Actual exp documented £ _____ Balance requested £ _____ Amount returned £ _____
Initial when checked			E X P A D V 0 1 FO RL 2 7 98		