

RECONCILIATION OF ADVANCE ITEMISATION OF EXPENDITURE

NAME.....DESTINATION.....

R.I./SCHOOL/DEPT ETC.PURPOSE OF JOURNEY.....

DATE OF JOURNEY: FROM.....TO.....

<u>Receipt Number/ Letter (1,2,3 or A,B,C etc)</u>	<u>DESCRIPTION OF EXPENDITURE/RECEIPT</u>	<u>AMOUNT £ / CURRENCY</u>	<u>EXCHANGE RATE</u>	<u>TOTAL AMOUNT CLAIMED £</u>

*****FOR FURTHER ITEMS, PLEASE COMPLETE PAGE 2 OF THIS FORM*****

TOTAL EXPENDITURE		£		:
LESS ADVANCE		£		:
BALANCE OWED TO YOU (if applicable)		£		:
BALANCE OWED TO THE UNIVERSITY (if applicable)		£		:

CLAIMANTS SIGNATURE.....

AUTHORISED SIGNATURE.....DATE.....

<u>Receipt Number/ Letter</u> (1,2,3 or A,B,C etc)	<u>DESCRIPTION OF EXPENDITURE/RECEIPT</u>	<u>AMOUNT</u> <u>£ / CURRENCY</u>	<u>EXCHANGE RATE</u>	<u>TOTAL AMOUNT CLAIMED £</u>

TOTAL EXPENDITURE

£
