

# TRAVEL EXPENSE ADVANCE FORM

Name of Traveller

Directorate/School/Faculty etc.

**BANK DETAILS - PLEASE COMPLETE ALL SECTIONS**

Account Name (eg Mr AN Other)	<input type="text"/>	Account No.	<input type="text"/>
Bank Name	<input type="text"/>	Sort Code	<input type="text"/>
Bank Address	<input type="text"/>		
Email Address for Remittance Advice	<input type="text"/>		

**\*\*NOTE - ADVANCES FOR LESS THAN £300.00 CANNOT BE CLAIMED\*\***

**REASON FOR REQUESTING ADVANCE**

**DESTINATION**

**Date of Departure**

**Date of Return**

**DETAILED COSTING/  
BREAKDOWN OF COSTS**

SUPPLIER A/C\*

Ref

Finance Ref\*

DATE

Finance Total\*

EXPENDITURE CODE									
Br	Dept			Scheme			Subj		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

AMOUNT									
£									p
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I hereby certify that this is in accordance with the University's Regulations and Guidelines.

**Authorised Signatory**  
(insert image of signature by clicking to the right)