Keele University

RECONCILIATION OF ADVANCE
ITEMISATION OF EXPENDITURE

NAME……DESTINATION……..……..……..……

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

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

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

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……

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

TOTAL EXPENDITURE £