Expenses incurred on University business: Application for Reimbursement

UNIVERSITY OF CAMBRIDGE EMPLOYEES ONLY

This form must be completed in BLOCK CAPITALS. Claims will be settled by bank transfer using the bank account details held by Payroll. A remittance advice will be sent to your University email address. ALL SHADED FIELDS MUST BE COMPLETED BY THE CLAIMANT.

LAST NAME
FIRST NAME
PAYROLL REFERENCE
LAST FOUR DIGITS OF BANK ACCOUNT NUMBER USED BY PAYROLL
DEPARTMENT NAME
UNIVERSITY EMAIL ADDRESS

TRAVEL
(See Chapter 5b of the Financial Procedures Manual for guidance on completion and the Finance Division website for current rates)

<table>
<thead>
<tr>
<th>Date</th>
<th>Purpose of Journey</th>
<th>From Time Left</th>
<th>To Time Arrived</th>
<th>Method e.g. Air/Rail/Car</th>
<th>Mileage claimed at 45p</th>
<th>£</th>
<th>p</th>
</tr>
</thead>
</table>

SUBSISTENCE/ACCOMMODATION ALLOWANCE/OTHER EXPENSES
(For business entertainment claims please attach details re the purpose of the entertainment, the names of all those in attendance and their institutions)

<table>
<thead>
<tr>
<th>Date</th>
<th>Nature of Expense</th>
<th>£</th>
<th>p</th>
</tr>
</thead>
</table>

I certify that I have incurred expenses of £_______________________ and the supporting vouchers are attached.

I hereby apply for a reimbursement of £_________________________

Signature of Claimant ___________________ ___ Date_____________

Signature of Departmental Authorisation: ______________________________

Print Name: ______________________________

Date: __ _______________________

ACCOUNTING CODES

<table>
<thead>
<tr>
<th>AMOUNT</th>
</tr>
</thead>
</table>