

ADVANCE REQUEST

FOREIGN TRAVEL OR UK BUSINESS

Advance No. **Advance required for:**

Name: (Prof, Dr, Mr, Mrs, Ms)

PersonFinder No: STF PGT (Student No. Required)

School / Department.....

FOREIGN TRAVEL**Details of visit**

Countries: Dates: fromto

Purpose of journey

Advance required

BACS, CHEQUE, CASH £

BANK DETAILS: SORT CODE..... ACCOUNT NO

DATE REQUIRED**UK BUSINESS**

- Advances may be given for purposes in connection with University business within the United Kingdom where:
 - a) a temporary float is needed to fund a specific activity.
 - b) an extended period of travel is to take place where it may be impractical or unreasonable to reimburse the expenditure in the usual way.

Purpose of advance**DATES:** FROM.....TO.....**Advance required** £**BACS, CHEQUE, CASH:** SORT CODE.....ACCOUNT NO**DATE REQUIRED****Expected date for return of balance of advance/clearance forms****Code to be charged** (please code to one project only, expenditure can be analysed over multiple codes on return)**PROJECT CODE****Requester's signature** **Date****School / Department authorisation** **Date****Advance collected****Signature** **Date**

	Cheque Number	Transaction Number
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