UNIVERSITY OF CAMBRIDGE

Expenses incurred on University business: Application for refund

FD1A
NON STAFF

Please use BLOCK CAPITALS

TITLE		FIRST NAME		LAST NAME	
Address					
Email					

Purpose of claim (eg 'Research trip to London')	

For spend in a currency other than GBP, report the currency amount and note the currency

---

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

Ref	Date	Purpose of journey (if not covered by purpose above)	From	To	Method eg Air/ Rail/ Car	Car miles at 45p	£	p

SUBSISTENCE/ACCOMMODATION ALLOWANCE/OTHER EXPENSES

Ref	Date	Nature of expense	£	p

Any additional notes to help explain/justify claim (if useful)

I certify that I have incurred expenses of: and the supporting vouchers are attached.	£		**TOTAL EXPENSES**		
I hereby apply for a refund of:	£		**LESS ADVANCE TAKEN**		
Signature of claimant		**Date**	**TOTAL CLAIM**		

Office use only

Student no. (USN)	
AP supplier no.	

Authorised Departmental Signatory
Print name
Date

LINE REF	ACCOUNTING CODES Use additional sheet if needed	AMOUNT