



UNIVERSITY OF CAMBRIDGE

Expenses incurred on University Business: Application for Refund

FD1A

NAME (BLOCKCAPITALS)

ADDRESS

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

| Date | Purpose of Journey | From: Time Left | To: Time Arrived | Method eg Air/rail/Car | Mileage claimed @ 45p | £ | p |
|------|--------------------|--------------------|---------------------|---------------------------|--------------------------|---|---|
| | | | | | | | |

I certify that I have actually incurred expenses of £..... Supporting vouchers are attached.
I hereby apply for a refund of £.....

Signature of Claimant:

Date:

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

| DATE | Nature of Expense | £ | p |
|------|-------------------|---|---|
| | | | |

| ACCOUNTING CODES | AMOUNT |
|------------------|--------|
| | |

Authorisation:.....

Name:..... Date:

| | | |
|----------------------------|--|--|
| TOTAL EXPENSES | | |
| LESS ADVANCES TAKEN | | |
| TOTAL CLAIM | | |