

REQUEST FOR ADVANCE

(Please read the Notes for Guidance on reverse before completing)

Name:
(BLOCK CAPITALS)

Department:

Reason for Advance:

Travel Destination:

Dates: From: To:

Amount Requested: £ (round sums only)

Account Code(s):

Date of request:

AUTHORISATION

Head of Department/
Authorised Signatory

Department:

DECLARATION

I hereby signify my receipt of this advance and accept my responsibility to pay, from the advance, all expenses associated with the activity within the expenditure limits set by the College or the awarding body financing the activity. I undertake to provide receipts for expenditure incurred and confirm that funds will only be spent against legitimate costs arising from the activity stated above, in line with the College or the awarding body's allowable cost rules. In the event that, for any reason, I fail to submit a claim form, detailing expenditure against this advance, within one month of the end of my visit, I authorise the College to deduct the full amount of the advance from my salary. I also undertake to repay any residual advance balance within one month of the end of my visit.

Signed:

Date:

FOR FINANCE OFFICE USE

Approved Finance: Date:

Details of advance

Cheque No: Date:

QUEEN MARY AND WESTFIELD COLLEGE
(University of London)

REQUEST FOR TRAVEL ADVANCE

NOTES FOR GUIDANCE

1. General

- 1.1 Advances are issued in exceptional cases only and are authorised to support the subsistence costs associated with Travel on College business, where the costs are likely to be substantially in excess of funds normally held by the individual member of staff.
- 1.2 These notes for guidance should be read in association with the College's Travel Policy and Financial Regulations.

2. Form

All parts of the form need to be completed in a legible manner. Incompleted forms will be returned to the applicant.

3. Authorisation

Applications are to be authorised by the Head of Department or an authorised signatory within the Department. Heads of Department's requests are to be authorised by either the Dean of the Faculty, a Professor who is an authorised signatory, or another Head of Department. Self certified claims will not be accepted.

4. Declaration

In signing the Request for Advance form, the recipient gives the following undertakings:

- a) Only those expenses specifically related to the activity may be paid for out of advanced funds.
- b) Receipts must be provided for all purchases wherever possible.
- c) Expenditure must be in accordance with the College's or funding body's allowable cost rules.
- d) A detailed account of actual expenditure incurred must be provided using the College's Travel and Subsistence Claim Form within one month of the period of travel.
- e) The declaration authorises the College to deduct the value of the advance from the applicant's salary if a properly completed claim form is not submitted within one month of the end of the period of travel.
- f) No further advances will be made or travel claims paid until all outstanding advances have been cleared.

5. Form Distribution

- 1st Copy - Retained by Finance Department
- 2nd Copy - Retained by Department
- 3rd Copy - Retained by Individual