



UNIVERSITY OF CAMBRIDGE
Expenses incurred on University Business: Application for Refund

NAME (BLOCK CAPITALS)

EMPLOYEE NUMBER

ADDRESS

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TRAVEL (see Chapter 2b 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 e.g. 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

ACCOUNTING CODES	AMOUNT

Authorisation:

Name:..... **Date:**.....

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)

Date	Nature of Expense	£	p
TOTAL EXPENSES			
LESS ADVANCES TAKEN			
TOTAL CLAIM			