

# Cash Advance Request Form

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# UNIVERSITY OF ABERDEEN

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## Finance Use Only:

Received by:		Trans Ref:	
Advance Reference		Date of Order:	

## Your Details:

Name	
Staff ID	
School/Section	
Email	

## Claim Details:

Country to be Visited	
Amount (GBP Only)	(maximum of £2,000)
Purpose of Visit	

## Expenditure Details (where the request is for £500 or above)

	£	Details
Accommodation *		
Subsistence		
Travel		
Other (Detail)		
Total		

\* Note: Accommodation costs only to be included where these cannot be provided by the University Travel provider or paid by Corporate Credit Card. Please attach details of all correspondence with the provider.

Leaving Date		Return Date	
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## Claimant Declaration:

### I understand by claiming a cash advance:

An expense claim must be processed to settle the advance within one month, or for longer trips within one week, of return from the trip, and any unspent funds returned to the Finance Section.

**Should I fail to submit expenses of return unspent funds I understand further advances will not be issued, the matter may be referred to HR, and the outstanding balance on the advance will be deducted from my salary.**

Signed:	
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Name (Print)		Date	
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## Claim Authorised by Head of School/Directorate:

Signed:	
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Name (Print)		Date	
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Return the completed form to [treasury@abdn.ac.uk](mailto:treasury@abdn.ac.uk)