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| --- | --- | --- |
| **Funds in Advance** | | |
| **Claim Details** |  | |
| Name of claimant |  | |
| Staff/payroll number |  | |
| Institution/department |  | |
| Funds requested |  | |
| Currency to be purchased with advance, e.g. Euros | Currency Type e.g. euros |  |
| I confirm:   * The advance is required to fund the purchase of currency. * Any excess purchase of currency is at my own expense. | |
| Reason for the advance   * if not for currency; and/or * if a trip include the dates |  | |
| Date required by |  | |
|  |  | |
| **To be paid via (choose 1)** |  | |
| Salary (primary method) |  | |
| BACS (only if salary is unsuitable) |  | |
|  |  | |
| **Certified by Budget Holder** |  | |
| Budget holder’s Name |  | |
| Budget holder’s Signature |  | |
| Date signed |  | |
|  |  | |
| **Conditions of the Advance** |  | |
| The purpose of this advance is to provide cash flow in exceptional circumstances for larger work related expenses, **it is not an expense claim.** A separate expense claim will need to be entered onto aCloud.  **Terms**  By signing this form, you (the claimant) agree to:   * Receive the above advance by the above date. * Have the **full value** of the advance **deducted** from your salary in the next payroll two months after you have received the advance or once you have claimed the related expenses (whichever is earlier). This will have a nil effect so long as you have claimed your expenses. * Fill out an expenses claim on aCloud for the expenses incurred in line with the University’s expense policy. | | |
| Claimant name |  | |
| Claimant signature |  | |
| Date Signed |  | |