

Application for Advance Payment for Overseas Visit

To be completed and sent to Payroll where payment is required prior to visit by a member of staff, excluding travel.

Employee Name:			
Department:			
Destination:			
Travel Dates	From:		To:

Please make payment as detailed below:

Account Code	Project Code	Amount
		£
		£
		£
		£
		£
Total:		£

This is in advance of:

Registration Fee	
Accommodation	
Expenses	

Please ensure appropriate registration form/s and or accommodation booking forms are correctly completed and attached to this form.

NB: If any money is returned to the Cashiers, please inform Payroll, providing details and a copy of the receipt from Cashiers.

Employee Signature:		Date:	
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Authorised by Head of School/Department			
Name:			
Signature:		Date:	
Authorised by Finance Business Partner			
Name:			
Signature:		Date:	