

UNIVERSITY OF CAMBRIDGE

Application for refund of expenses incurred on University business

NAME (BLOCK CAPITALS).....

Address

.....

Nature of business	Date	Nature of expense	£	p
Total				

(Details of the rates of allowances are given overleaf)

I certify that I have actually incurred expenses of £ as described above and hereby apply for a refund of that amount.

Signature.....

Date.....

When completed, this form should be sent to the Head of Department, or other authorised person concerned, for approval and payment.

- NOTE: (i) **Your attention is drawn to the limits of refund as detailed in the Expenses Claims notes**
 (ii) **Supporting invoices must be attached.**
 (iii) **Your claim has been adjusted, see the Expenses Claims notes.**

Payment approved as a charge on

Code Stamp

Head*Sub-head*.....

Approved by.....

Date.....