**ADVANCE CLAIMS – STERLING AND FOREIGN CURRENCY**

**GUIDELINES**

An application for an advance must be made on form PR3A at least 2 weeks before the date of travel.

Use this form to claim for:

* An advance to pay for expenditure eligible under the University’s Financial Regulations and Procedures and other policies for reimbursement as expenses
* Where an employee is planning a trip (usually overseas) that will involve significant expenditure that would otherwise be claimed as expenses upon return.

Do not use this form for:

* Any item that can be paid for directly (by invoice or purchase card)
* Items that cannot be paid out of University funds (e.g.: gifts, tributes, excessive tips)
* Personal expenditure of any kind
* Insurance (should be arranged in advance through procurement office)
* Where total claims are unlikely to exceed £200

Staff must complete and submit form PR3A before travel. Upon return, form PR3B must be completed and returned together with original receipts for all items. Where total expenditure has exceeded the advance, the balance will be paid in the usual way via On Line Expenses. Should the advance exceed total actual expenditure, the balance must be returned without delay.

Please note that:

* Both forms PR3A and PR3B must each be signed by an authorised signatory, who should be the Head of School or his/her nominee. The authorised signatory must be senior to the claimant. (If the claimant is the Head of School, the Faculty Dean must authorise both parts of the form)
* Authorised signatories must review the breakdown and ensure this is a **reasonable assessment of expected expenditure** for the trip
* All expenditure must be charged to current and appropriate finance code(s)
* The forms must never be authorised by the person making the claim. Similarly, an authorised signatory must never authorise a claim by a spouse, partner or other close relative
* The authorisation confirms that travel was authorised and all expenses were wholly, necessarily and exclusively incurred for *bona fide* University purposes
* Form PR3B must be completed and returned, along with original receipts, **within one month** of returning from the trip for which the expenses were advanced
* **No further advances will be made** if form PR3B remains outstanding from an earlier trip
* The University reserves the **right to deduct the full value** of an advance from an employee’s salary if form PR3B is not submitted within the timeframes detailed above