

**Advance Claim Form ­ Sterling Payment PR4A**

**This form must be used in conjunction with Form PR4B:**

At the end of the trip, form PR4B must be completed and returned together with original receipts and any remaining currency. This must be handed in to HR Services, 2nd floor Simon Building, Brunswick Street, Manchester M13 9PL.

A receipt will be provided once returned. HR Services will not be liable for any currency which is sent via the post. Failure to hand currency in, will result in the monies being deducted from your salary.

Advances are for people away on University business where expenses will exceed £200.00.
The advances system may not be used for :
• amounts less than £200 without prior agreement from HR Services (Technical).

• equipment or goods that should be bought via other University systems.

• advances of student/staff payments, of any kind, to be reimbursed in full.

**Please complete all details. Your staff ID number must be provided. Failure to do so will result in the rejection of this claim.**

Title: Mr / Mrs / Miss / Prof / Dr / Other Staff ID (MUST be provided) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Forename(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Telephone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/Directorate/Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am requesting the advance as detailed below. I understand that all expenditure must be fully supported by original receipts with a full statement of expenditure and SENT WITHIN 14 DAYS OF MY RETURN. I take full responsibility for all sums advanced on this form.

Signature of Claimant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Do you have any outstanding advances? No / Yes – (if yes, these must be cleared before any further advances are processed) |   |
| **Details of Advance required:** |  |  |
| Departure date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Return date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date advance required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Place visiting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_No. People this advance covers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Reason for visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Breakdown of expected expenditure:**  |
| Travel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Accommodation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Other Expenses (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **Total advance required £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **Authorised Signature:** To be completed by an officially listed authorised signatory, against the finance code quoted, and who is not the claimant. Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |  |
|  |  |  |  |
|  |  |  |
|  |  |
|  |  |
|  FINANCE ACTIVITY CODES AMOUNTS |  |
|  Finance Code  | I & E Code | Task Code (if applicable) |  |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
| **TOTAL** |  **£**  |

**ADVANCE CLAIMS – STERLING AND FOREIGN CURRENCY GUIDELINES**

An application for an advance must be made on form PR4A 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 PR4A before travel. Upon return, form PR4B must be completed and returned together with original receipts for all items. Where total expenditure has exceeded the advance, the balance will be paid along with your next salary payment. Should the advance exceed total actual expenditure, the balance must be returned without delay.

Please note that:

* Both forms PR4A and PR4B 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 PR4B must be completed and returned, along with original receipts, **within 2 weeks** of returning from the trip for which the expenses were advanced
* **No further advances will be made** if form PR4B 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 PR4B is not submitted within the time frames detailed above