University of Glasgow | Finance Office Pay & Pensions

STAFF EXPENSES CLAIM FORM

Incorporating Advance Reconcilliation

EMPLOYEE INFORMATION:

Surname _____ Staff No. _____

Department _____ Forename _____

Cost Centre. _____

Date	Expense Claim Breakdown	Receipt No.	Payroll Use	Account Code	Project Code	Total
						£ -
						£ -
						£ -
						£ -
						£ -
						£ -
						£ -
						£ -
						£ -
						£ -
						£ -
						£ -
						£ -
						£ -
					Sub-Total	**£ -**
					Pre-Advanced	£ -
					Total	**£ -**

ADVANCE AMOUNT - Travellers cheque* [ ] / Payroll* [ ]

* please tick by which method the advance was made and if by travellers cheque provide a copy of the Purchase Order

REASON FOR EXPENSES CLAIM: Please specify clearly

WHAT		**WHERE**	
WHEN		**WHY**	

DEPARTMENTAL REFERENCE: Aggresso Description Field (maximun 40 characters)

AUTHORISER INFORMATION:

Surname _____ Staff No. _____

Department _____ Forename _____

Cost Centre N _____

Signed _____ Authoriser Date _____

Signed _____ Claimant Date _____

I certify that this claim: a) is to reimburse expenditure actually and necessarily incured by me on behalf of the University of Glasgow
b) has not and will not be met by any other outside agency