



**UNIVERSITY OF CAMBRIDGE**  
**Expenses incurred on University Business: Application for Refund**

NAME (BLOCK CAPITALS)

ADDRESS

TESSA BLACKMAN	CMS, WILBERFORCE ROAD.
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TRAVEL (see Chapter 5b of the Financial Procedures Manual for guidance on completion and the Finance Division website for current rates)

Date	Purpose of Journey	From Time Left	To Time Arrived	Method e.g. Air/Rail/Car	Mileage claimed @ 45p	£	p
22-24 Jan 15	Attend conference: ICCAM 2015 in Paris. 23-24 Jan.	21:15 9:00	23:30 9:10	Air Air		30 40	00 00

I certify that I have actually incurred expenses of

£ 70 + €350 ..... Supporting vouchers are attached. I

hereby apply for a refund of £ 70 + €350 .....

Signature of Claimant ..... *Tessa Blackman* .....

Date ..... 1.2.2015 .....

ACCOUNTING CODES	AMOUNT

Authorisation: .....

Name: ..... Date: .....

**SUBSISTENCE/ACCOMMODATION ALLOWANCE/ OTHER EXPENSES**

(For business entertainment claims please attach details re the purpose of the entertainment, the names of all those in attendance and their institutions)

Date	Nature of Expense	£	p
22-24 Jan 15	Accommodation @ €100 per night, 2 nights	€200	00
	Registration fee	€150	00
<b>TOTAL EXPENSES</b>		€350	00
		£ 70	00
<b>LESS ADVANCES TAKEN</b>			
<b>TOTAL CLAIM</b>		€350	00
		£ 70	00

Please do not convert currencies. Include a total for each currency you are claiming in!