UNIVERSITY OF CAMBRIDGE

Students Expenses incurred on University business: Application for refund

FD1A/1 Students

Please use BLOCK CAPITALS **(Only to be used by Students who receive maintenance payments via the Payroll, if not please use form FD1A)**

AP Supplier Number		Last 4 digits * Bank account		Student No *		Payroll No*	

*Mandatory fields

TITLE		FIRST NAME		LAST NAME	
Address					
Email					

Purpose of claim (eg 'Research trip to London')	

For spend in a currency other than GBP, report the currency amount and note the currency

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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)*

Ref	Date	Purpose of journey (if not covered by purpose above)	From	To	Method eg Air/ Rail/ Car	Car miles at 45p	£	p

SUBSISTENCE/ACCOMMODATION ALLOWANCE/OTHER EXPENSES

Ref	Date	Nature of expense	£	p

Any additional notes to help explain/justify claim (if useful)

I certify that I have incurred expenses of: and the supporting vouchers are attached.	£		**TOTAL EXPENSES**	
I hereby apply for a refund of:	£		**LESS ADVANCE TAKEN**	
Signature of claimant		Date	**TOTAL CLAIM**	

Office use only

Student no.(USN)	
AP supplier no.	

Authorised Departmental Signatory
Print name	
Date	

LINE REF	ACCOUNTING CODES Use additional sheet if needed	AMOUNT