

UNIVERSITY OF CAMBRIDGE COMPUTER LABORATORY

Travel and Other Expenses

Part I (below) of this form must be completed and authorized by the Head of Department or the Principal Investigator (PI) or the Grant Holder *before travel takes place.*

Details of allowable rates for travel, subsistence etc. are available from the finance office. All travel, accommodation and conference fees should usually be arranged through Reception. If you have any queries please check this with the finance office or Reception. **Personal funds should not be used for booking flights without the approval of the Head of the Department: the University has accounts with approved travel agents.**

When using a car for travel on University business, it is in the owner's interest to ensure that he or she is adequately insured, which means that the insurance policy must allow 'business use'. Failure to do so may not only render the person concerned liable for damages but also to criminal prosecution. The University can only consent to the use of private vehicles on its business if it can be shown that adequate insurance is in force.

Part II (overleaf) of this form should be returned within two weeks of travel.

Advice on completing the forms and arranging travel are available on the Department's website at:
<http://www.cl.cam.ac.uk/local/finance/travel.html>

PART I – REQUEST FOR AUTHORIZATION

(not required for Grant Holders)

Name: _____

Nature of Business: _____

Date: _____

	Estimate
Travel (attention is drawn to the fact that in some cases car hire can be a cheaper method of travel than claiming mileage allowance)	
Accommodation	
Conference fees	
Approximate subsistence	
Other Costs (please specify)	
Total Estimated Expenditure	0

Research Grant Account Code:	R	G					
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or

Cost Centre/Source of funds:	N	R			/				
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Authorized: _____

Date: _____

PI or Grant Holder

N.B. for Departmental Funds the Head of Department is the Grant Holder

FOR PART II SEE REVERSE OF FORM

DEPARTMENT OF COMPUTER SCIENCE & TECHNOLOGY - EXPENSES CLAIM FORM

PART II - Request for Reimbursement

Name

Date

Nature of
business

Details of expenditure

All itemised receipts must be clear images and attached to this document

All receipts should be listed separately on this form. Please give exchange rates applied using date of receipt.

Date	From	To	Company name on receipt + reason + details	Curr ency	Amount	Exch. Rate	GBP
				GBP		1.0000	
				GBP		1.0000	
				GBP		1.0000	
				GBP		1.0000	
				GBP		1.0000	
				GBP		1.0000	
				GBP		1.0000	
				GBP		1.0000	
				GBP		1.0000	
				GBP		1.0000	
				GBP		1.0000	
				GBP		1.0000	

I certify that I have actually incurred expenses of: £ -

Do not add extra rows: use a new spreadsheet if you have more than 12 items

Research Grant Account Code G/RG

or

Cost Centre / Source of Funds

Task

Eight digit payroll

reference:

Last four digits of bank account number used by payroll:

Signatures:

Traveller:

Date:

PI/Grant authorization:

Date: