



ADVANCE EXPENSE REQUEST FORM

The purpose of this form is to request an advance payment in respect of estimated expenses due to be incurred on behalf of the University of Glasgow. Advances of this nature are not routinely provided and should only be authorised in exceptional circumstances.

Payments are made weekly, on a Friday, therefore all requests must be received by the Pay & Pensions Section of the Finance Office by 4pm on the Friday of the preceding week. Payment will be made to the requester's expenses bank account as held on the Core HR/Payroll system.

In some circumstances it may be preferable that the University transfers cash to a Western Union office in the country being visited. If you wish to use this facility please complete the relevant details below and provide the name of the country being visited and currency being requested. Please provide your passport number and name exactly as it appears on your passport, alternatively, you may provide a copy of the relevant passport page.

School/ Research Institute/ US Service Cost Centre:

School/ Research Institute/ University Service Name:

Employee No:

Employee Name (as it appears on passport):

Payment by Western Union? Yes/No

Country Name & Currency:

Reason for application of advance.....
.....
.....
.....
.....

Date advance required (this needs to be a Friday):

Expected date of return:

Amount of advance requested £.....

Amount in words.....

I acknowledge that this request is in respect of expenses to be incurred by me on behalf of the University of Glasgow. I understand I am required to submit an actual expense claim within three months of the expenditure being incurred and should I fail to do so the full amount of this advance will immediately become repayable by deduction from my monthly salary.

Employee SignatureDate / /

I hereby request that the above named employee should be advanced the sum of £

Name of Authorised Signatory (**BLOCK LETTERS**)

*Authorised Signature..... Date / /

* Forms must be signed by the Head of College/R.I./School/Service before submission to the Pay & Pensions Section