University of Ulster

BUDGET APPROVAL FORM FOR FIELD TRIP/VACATION COURSE

CLAIM NO.

GROUP LEADER _____ STAFF NO. _____

COURSE _____

PLACE OF VISIT/COURSE _____

DESCRIPTION OF VISIT _____

DURATION - FROM _____ TO _____ (INCLUSIVE)

NO. OF STAFF [ ] NO. OF STUDENTS [ ]

ESTIMATED COSTS	£
AIR TRAVEL	
SUBSISTENCE AND ACCOMMODATION (STAFF & STUDENTS)	
TRANSPORT COSTS	
CAR AND MINIBUS HIRE	
TAXI FARES	
COST OF CAR MILEAGE (IF APPLICABLE)	
SUNDRIES	
TOTAL COST OF FIELD TRIP:	
LESS STUDENT CONTRIBUTION	
NET COST TO SCHOOL:	

COST CENTRE CODE [ ][ ][ ][ ][ ][ ][ ][ ]

FACULTY APPROVAL

APPROVED . . . . . (DEAN)

. . . . . (HEAD OF SCHOOL IF RESEARCH CODE IS ISSUED)

FOR FINANCE USE ONLY

ADVANCE PAYMENTS	AMOUNT	DATE PAID

TOTAL A [ ]

BALANCE PAYMENTS	AMOUNT	

TOTAL B [ ]

TOTAL COST OF FIELD TRIP A + B = + = _____