

ULSTER UNIVERSITY

APPLICATION FOR APPROVAL OF PROPOSED EXPENDITURE ON A VISIT OR COURSE OF STUDY

NAME :

Claim No.

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Contact Address/RoomNumber (including school & faculty where applicable)

Staff No.

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.....

Contact Number Telephone/Extension.....

Place of visit/course

.....

Purpose of Visit/Course

Duration of visit/course: FROM20 TO20

Estimated Cost:

£ P

Course Fee

Subsistence

Air/Boat Travel.....

Coach /Taxi.....

Rail Travel

Sundries (please specify).....

Total

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Cost Centre

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IF THE TOTAL IS £1000 OR MORE A BUSINESS CASE IS REQUIRED

Signed Applicant Date

I recommend the approval of this application

.....Dean/Head of Department

For use by Finance Officer

Claim No.

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To :

DESIGNATION

Your application for proposed expenditure on a visit / course from20
to20has been considered and the amount provisionally

approved is £ Receipts as appropriate must be attached to final claim.

Date:20Signed: