Please use this form to claim advances on anticipated expense claims. You should first apply for a corporate credit card and use this where possible for all travel expenses, only use this form in extenuating circumstances. This form must be submitted at least 1 month in advance of travel and must be completed in accordance with the [expenses policy.](https://www.st-andrews.ac.uk/policy/staff-pay-and-benefits-expenses/staff-expenses.pdf)

Payment would be made in the next available payroll after the request is received based on the payroll [[cut-off dates](https://www.st-andrews.ac.uk/staff/money/salaries/dates/).](https://www.st-andrews.ac.uk/staff/money/salaries/dates/)

**Section 1: To be completed by claimant:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Staff Number |  |

**Advance Request**

|  |  |
| --- | --- |
| Reason for Advance: Please Include start and end date of business trip. | Total Advance Amount Requested (£) |
|  |  |

|  |  |
| --- | --- |
| Breakdown of total advance amount requested- detail\* | Calculated/Estimated value |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**\*** Cash advances must not be used for the payment of services unless in the case of emergency. **For the avoidance of doubt, payment for accommodation in cash is not permitted.**

\*Please provide as much detail as possible for the business reason for the salary advance request including a breakdown of how the amount is planned to be used e.g. Local transport taxis £100. Please use an additional page if necessary.

**The advance needs repaid directly to Finance once the spend has been claimed via the Oracle Fusion expense system. Please contact** **APTeam@st-andrews.ac.uk** **for details.**

|  |
| --- |
| I certify that this advance will only be used in accordance with current travel and expense claim regulations and understand that once the claim has been reimbursed, I am liable to repay the advance directly to finance.Digital signatures are accepted. |
| Name |  | Date |  |

**The claimant should read and agree to the following statement.**

Once you have completed and signed this form, please email it to your School (using your personal university email address) for the advance to be approved.

**Section 2: To be completed by the School or Unit**

Populate the details below outlining where the advance must be coded to.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cost Centre | Detail Code | Analysis Code | Project Number (if applicable) | Amount (£) |
|  | 431903 |  |  |  |
|  | 431903 |  |  |  |
|  | 431903 |  |  |  |
|  | 431903 |  |  | Total (£) |  |

**The Head of School or Unit should read and agree to the following statement.**

|  |
| --- |
| I approve the value of the advance.Digital Signatures are accepted.  |
| Name |  |
| Designation |  | Date |  |

Return the signed form from your university email to the HR Payroll & Pensions team via monthly-ns@st-andrews.ac.uk