

Instructions for Advance Fund Application

Part I - Apply

- 1- Complete the Advance Fund Application Form and sign;
- 2- Provide an invoice/quote to justify the amount applying for;
- 3- Provide bank proof where you would like the funding to be sent to.

(The bank proof can be the first page of the bank statement, which should include the account owner's name, address, bank name, bank address, sort code and bank account. Please note that the Finance division will not accept a screen shot from your bank App unless all the above mentioned information are included.)

Part II - Reconcile

- 1- Complete a normal YA Refund Form and sign;
- 2- Provide a payment proof (e.g. receipt, bank statement under your name)
- 3- If you have paid more than applied, you can apply to be refunded the additional amount by using the refund form. If you paid less than applied, you will have to return the unspent amount back to the Faculty.

Part III - Loan repayment/ Return Unspent Amount

- 1- If you are issued Faculty zero-faculty contingency loan, you are expected to return the amount once you are able to.
- 2- Unspent amount should be returned to University's bank. Details can be found in the next page.
- 3- Please put 'GJ + your full name' as reference code
- 4- It would be helpful if you would let us know once you've made payment into the uni's account so that the finance team can look out for it on the BACS statements and reconcile the loan.



UNIVERSITY OF CAMBRIDGE
Expenses to be incurred on University Business: Application for a Sterling Advance

NAME (BLOCK CAPITALS)

EMPLOYEE NUMBER

ADDRESS

--	--	--

TRAVEL (see Chapter 2b of the Financial Procedures Manual for guidance on completion)

Date	Purpose of Journey	From	To	Method e.g. Air/Rail/Car	Mileage estimate @ 40p	Estimated £	p

Reason for the advance:

Signature of Claimant

Date

SUBSISTENCE/ACCOMMODATION ALLOWANCE/ OTHER EXPENSES

Date	Nature of Expense	Estimated £	p

Authorisation:

Date:

<u>ACCOUNTING CODES</u>	<u>AMOUNT</u>
U.Dept Code.0000.0000.UNDF.0000	

TOTAL ADVANCE

--	--	--	--

STERLING ACCOUNT

Name of Account: University of Cambridge
Bank Sort Code: 20 - 17 - 68
Account Number: 10921084
IBAN Number: GB21 BARC 2017 6810 9210 84
Code BIC SWIFT Address: BARC-GB-22
Name of Bank: Barclays Bank PLC
Address of Bank: St.Andrews Street Branch, 9-11 St.Andrews Street
Cambridge, CB2 3AA

EURO ACCOUNT

Name of Account : University of Cambridge
Bank Sort Code: 20 - 17 - 68
Account Number: 77176166
IBAN Number: GB96 BARC 2017 6877 1761 66
Code BIC SWIFT Address: BARC-GB-22
Name of Bank: Barclays Bank PLC
Address of Bank: St.Andrews Street Branch, 9-11 St.Andrews Street
Cambridge, CB2 3AA

US DOLLAR ACCOUNT

Name of Account : University of Cambridge
Account Number: 050-796640
A.B.A. Wire Number: 026002574
CHIPS number: 0257/0260
Swift Code: BARC-US-33
Name of Bank: Barclays Bank PLC
Address of Bank: 200 Park Avenue
New York, NY 10166
USA

FOR CURRENCYS OTHER THAN ABOVE PLEASE QUOTE THE STERLING IBAN