

UNIVERSITY OF CAMBRIDGE COMPUTER LABORATORY

Travel and Other Expenses

Part I (see below) of this form must be completed and authorized by the Head of the Laboratory or PI before travel takes place.

Details of allowable rates for travel, subsistence etc. are available from the secretaries and accounts. All travel, accommodation and conference fees should usually be arranged through a secretary. If you have any queries please check this with the secretarial staff. **Personal funds should not be used for booking flights without the approval of the Head of the Department: the department has accounts with approved travel agents.**

When using a car for travel on University business, it is in the owner's interest to ensure that he or she is adequately insured, which means that the insurance policy must allow 'business use'. Failure to do so may not only render the person concerned liable for damages but also to criminal prosecution. The University can only consent to the use of private vehicles on its business if it can be shown that adequate insurance is in force.

Part II (see overleaf) of this form should be returned within two weeks of travel.

PART I – REQUEST FOR AUTHORIZATION

(not required for Grant Holders)

Name: _____

Nature of Business: _____ Date: _____
(e.g. title of conference)

	Estimate
Travel (attention is drawn to the fact that in some cases car hire can be a cheaper method of travel than claiming mileage allowance)	
Accommodation	
Conference fees	
Approximate subsistence	
Other Costs (please specify)	
Total Estimated Expenditure	£

Research Grant Account Code:	R	G						
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or

Cost Centre/Source of funds:	N	R								
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Authorized: _____ **Date:** _____
(PI/Grant Holder*):

FOR PART II SEE REVERSE OF FORM

* or Head of Department for Departmental funds

PART II – REQUEST FOR REIMBURSEMENT

(for all claims)

Details of expenditure (all receipts must be attached)

Date	From	To	Reason/Details	Cost
Total				

Research Grant Account Code:	R	G						
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or

Cost Centre/Source of funds:	N	R			/				
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Cheque payable to: _____

Signatures:

Traveller: _____ Date: _____

PI/Grant authorization: _____ Date: _____

HofD: _____ Date: _____