

MAFRAN Conference
1-5 July, 2019
Centre for Mathematical Sciences, University of Cambridge

If you have been awarded travel funding, please use the University of Cambridge expense claim form to apply for a reimbursement of your travel expenses (by prior agreement only).

- Paper forms will be made available for participants to pick up and fill out during the conference
- Please do not round figures or convert currencies
- Fill out your name and address. If you are based in the UK, a cheque will be sent to you at the address you give us on the form
- Put your itemised travel expenses in the “Travel” section at the top, with dates and journey details
- Accommodation has been arranged by DPMMS and reimbursement is not available for subsistence, so the bottom “Subsistence/Accommodation Allowance etc.” section should be left blank
- For the totals, write in multiple currencies if applicable
- Please include original receipts for each item, as well as tickets and boarding passes (if digital please print and attach)
- Please rewrite totals in the box with the text “I certify that...”
- Please sign and date the form in the same box, and return it with the original documents attached
- If you need to mail in your form and/or any original documents (e.g. return train tickets) after the conference, please send them to:
Arti Sheth Thorne
ERC Project Administrator
DPMMS, Centre for Mathematical Sciences
Wilberforce Road
Cambridge CB3 0WA

If you are based in the UK, a cheque will be sent to you at the address you give us on the form.

International payments are made by electronic bank transfer. Please include the following details (you can write them on the back of the form) if you have an international account:

- Your bank’s name and address
- The name on the account to be credited
- The account number
- The bank’s IBAN number and/or SWIFT code (both if available)

We will contact you if any further information is required. If all is in order, you should receive the reimbursement in 4-6 weeks after you submit your claim.

Please use **BLOCK CAPITALS**

TITLE		FIRST NAME		LAST NAME	
Address					
Email					

Purpose of claim (eg 'Research trip to London')	
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For spend in a currency other than GBP, report the currency amount and note the currency

TRAVEL (See Chapter 5b of the Financial Procedures Manual for guidance on completion and the Finance Division website for current rates)

Ref	Date	Purpose of journey (if not covered by purpose above)	From	To	Method eg Air/ Rail/ Car	Car miles at 45p	£	p

SUBSISTENCE/ACCOMMODATION ALLOWANCE/OTHER EXPENSES

Ref	Date	Nature of expense	£	p

Any additional notes to help explain/justify claim (if useful)

I certify that I have incurred expenses of: and the supporting vouchers are attached. £					
I hereby apply for a refund of: £					
Signature of claimant		Date		TOTAL EXPENSES	
				LESS ADVANCE TAKEN	
				TOTAL CLAIM	

*****Office use only*****

Student no. (USN)	
AP supplier no.	

Authorised Departmental Signatory	
Print name	
Date	

LINE REF	ACCOUNTING CODES Use additional sheet if needed	AMOUNT