



Advance Claim Form

Log Ref:	
Activity Code:	
Budget Code:	

Full name:

Email:

Meeting or event:

Date(s) of meeting or event:

Who organised the meeting or event?

In order for your claim to be processed and your payment made in advance, all forms must be completed in full and sent to oustudents-resources@open.ac.uk at least **10 working days** ahead of the meeting or event.

An expense claim and supporting receipts must be submitted **within 4 weeks** after the meeting or event.

Failure to submit your expense claim could result in tax and NI liabilities being incurred and further advance claims being refused.

Travelling from :

Travelling to:

Please include postcodes to enable us to check your mileage.

Please include full details below

	Please include full details below	Anticipated cost
Transport:	<input type="text"/>	£0.00
Hotel:	<input type="text"/>	£0.00
Other:	<input type="text"/>	£0.00
Total advance requested:		£0.00

Signed:

Date:

Your Association BACS Reference Number:

If you do not have an Association BACS reference number you will need to complete and return a Bank Details Form. Please notify us if your bank details have changed recently.

For Association use only	
Budget Holder approval:	<input type="text"/>
Date:	<input type="text"/>
Activity & Budget codes:	<input type="text"/>

Send your completed Advance claim to:
oustudents-resources@open.ac.uk

