Please use this form for claiming an advance payment for anticipated expenses. 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)

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

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Student Number |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Reason for Advance | Amount Required (£) | Date Advance Payment is Required By | Return Date from Trip\* |
|  |  |  |  |
|  |  |  |  |

**\* Students must submit an expense claim within 21 days from the ‘Return Date’. Any difference between the advance and actual amount will either require an additional payment to the student or a repayment from the student.**

Advances will be paid to the bank account details held on MySaint (see guidance on the [Payment of Student Expenses](http://www.st-andrews.ac.uk/students/money/otherinformation/paymentofstudentexpenses/) webpage).

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

|  |
| --- |
| *I certify that this advance will only be used in accordance with current travel and expense claim regulations and understand that it is my responsibility to reclaim the actual expenditure through a student expense claim.* *Please note that digital signatures are accepted.* |
| Name |  | Date |  |

Please email this form (using your university email address) to your School for the advance to be approved.

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

**An authorised signatory from the cost centre must read and agree to the following statement.**

|  |
| --- |
| *I approve the amount of the advance as stated below and I confirm that the dates are correct. The student is aware that they must submit an expense claim form with receipts upon their return.* *Digital Signatures are accepted.* |
| Authorised Advance Total |  |
| Name |  | Date |  |

**Return the signed form from your university email to Finance via: finschol@st-andrews.ac.uk**