

This form may be used to obtain funds where required by employees or students in advance of expenditure which they incur for College business. (These were formerly known as "imprest"). The form is intended primarily for travel and subsistence advances, but may also be used for any other type of purchase to be made on behalf of the College, where cash on the nail is required by the seller, for example: shopping for departmental parties; or purchases at auction sales of scientific equipment.

This form should not be used to obtain advances for personal expenditure of any sort. Season ticket loans may be applied for from the Personnel Division on the standard form. Other personal loans are only given in cases of extreme hardship, e.g. following a bereavement.

This form should not be used to initiate advance payments to businesses suppliers or third parties, such as companies. If such an advance payment is required, please contact the purchasing manager before giving any undertaking to the supplier.

When completed and authorised, the form should be sent to the financial services office of the campus to which the person authorising the claim belongs.

Section A : Claimant's personal details (please see notes overleaf)

Is the claimant (tick where appropriate)

an employee or bursary holder of Imperial College a student of Imperial College other

College identifier (CID) if known							Surname	
First names						Title (Mr, Ms, etc)		
If you are able to provide the details above, and have previously supplied the details beneath this line, please proceed directly to section B. Otherwise complete the following in full.								
Date of birth (DDMMYY)						Bank name (eg Barclays):		
Home Address (normal residential address)						Bank branch (brief address)		
<small>(For guest lecturers, please do not give the address of a department at another university.)</small>								
Postcode						Bank account number		
Nationality						Bank sort code		
National insurance number						Building society account number if required		

Section B : Details of advance required

Brief details of the purpose of the advance (eg destination and duration of overseas trip):

Form of advance required (please tick the box):

- Direct credit in sterling to my bank account
- Sterling cheque
- Foreign currency and/or travellers cheques.

Details of foreign currency and/or travellers cheques required (amount and denominations)

DESCRIPTION	G L CODE	AMOUNT
	I C	.

Section C : Declaration and authorisation

<p>Claimant's declaration</p> <p>Please provide me with the funds indicated above. I declare that:</p> <ul style="list-style-type: none"> • the funds will be used exclusively for expenditure in connection with College business; • within 30 days of receiving the funds I will submit an Expense Claim form (E1) detailing the actual expenditure I have incurred with supporting receipts, and re-imbursing any funds left-over; • I understand that failure to account for the funds received may result in the College initiating recovery action against me, including (after due warning has been given) deduction from my salary or offset against other amounts due to me from the College. <p>Name (print) Sign Date</p>	<p>Departmental authorisation</p> <p style="text-align: center;">STAMP HERE</p> <p>Name (print) Sign Date</p> <p>Contact phone number, for enquiries.....</p>
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Finance Use Only:

Transaction No	
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Claimant's Personal Details. If full personal details have previously been supplied, and nothing has changed since the last time, it is sufficient to enter the CID and, as a cross check, brief details of the claimant's surname and title. If the CID is not known section A must be completed in full.

Payment methods and notification. Our preferred payment method is by direct credit to a UK bank or building society account. This will happen automatically if details are entered in section A overleaf, or if they have previously been supplied. We can credit an overseas bank if the SWIFT code is provided in place of the sort code.

If the payee does not hold a bank account, or if foreign currency, travellers cheques or a sterling cheque is particularly required for this payment, please indicate this clearly in section B overleaf.

Claims will be paid in sterling unless indicated at section B overleaf.

A remittance advice will be sent to the address recorded on our computer system for the person concerned. For full-time employees and students this will normally be a departmental address (office or pigeonholes), for others it will be sent directly to the claimant's home address.

How far in advance may I apply?

There is no hard and fast rule, but in all cases where funds are requested more than 14 days before departure date please explain, in section B overleaf, why the money is needed so early.

Accounting for the expenditure

The purpose of this form is to procure funds in advance of need. You must submit a substantive expense claim (on form E1) to account for your actual expenditure as soon as possible, i.e. immediately upon your return home to UK in the case of overseas trips, and as soon as possible after the event in all other cases. If your actual expenditure exceeded this advance, you will be refunded the shortfall. If you have money left over you must return it immediately when you make your E1 claim. Unused funds must not be held over for future trips.

After 30 days we will send you a reminder, if you have not already accounted for the expenditure against this advance. If you need more time please say so. If you ignore our reminders, the declaration you have signed overleaf allows us to instigate recovery proceedings against you, including deduction from your salary.