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**Brunel University London**

**Application for a Caxton card for Foreign Travel Only**

Reason for Travel ………………………………………………………………..

Countries to visit ……………………………………………………….

Dates of travel: leaving date …………………. Return date ………………

Does the requestor hold a business card open for travel expenditure? Yes/No\* (delete one option)

A business cardholder would be expected to make purchases of goods and services on a card leaving the cash expense reclaim limited to: taxis UK and overseas, trains and other overseas transportation, subsistence and entertaining. Please provide the reason for an advancement of cash via Caxton card as opposed to submission of an expense claim on return from the trip ……………………………………………………………………………………...................................................................................................................................................................................

I apply for funds to be entered onto a Caxton card of £………….. . I agree that I will supply the Finance and Treasury Department with an itemised statement of my cash expenditures which is appropriately CHIME coded and a copy of the receipts attached within 3 weeks of my return date above together with any unused cash. I understand that if I fail to do so, the full sum advanced will be deducted from my next payslip and I will have to submit a normal expense claim for reimbursement.

Signed…………………….……………………… EmployeeResno.................

College/Department ……………………………. Sub-project ………………..

Name…………………………………………….. Date…………………..........

I authorise this member of staff to receive £……………

Signed………………………………..… Name ………………………

Head of College/Department/Research Institute

Please return this form to the Finance and Treasury Department to

philip.halliwell@brunel.ac.uk

If fully compliant, this form will be actioned within 48 hours. Note that it is the responsibility of the department and requestor to research whether the area visited has local restrictions such as daily limits on ATM withdrawals or the use of mastercard debit card for transcations.