



CASH ADVANCE

To Accounts:

I request cash for expenses in advance as follows:

- Amount € _____
- For attendance at: _____

- Date of event: _____

I will submit staff expense claim form, plus vouchers, plus balance of cash by _____ (5 working days from event/return)

Signed: _____
()

Date: _____

Official Use	
Code:	_____
Narrative:	_____
Approved:	_____