

The following instruction is given by the Finance Division:

PAYMENT OF EXPENSE CLAIMS IN A FOREIGN CURRENCY

Due to foreign currency cheques drawn on the University, and the Citibank facility being phased out, expenses to be paid in any currency other than sterling should now be paid direct to the claimant's bank account.

Accordingly, the following information must be given with the claim.

The claimant's Bank name and address

The name of the account to be credited

The account number

The bank's IBAN number and/or SWIFT code as appropriate

Also, please ensure an e-mail address for the claimant is given on the expense claim sheet in case of queries.