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| --- | --- | --- | --- | --- |
| **General Details** | | | | |
| **Name of Fellow** |  | | | |
| **Department** |  | | | |
| **Dates of visit** | **From**: | | **To**: | |
|  | | | | |
| **Disbursement of allowance** | | | | |
| **Total amount awarded** | $ | | | |
| **Expenditure** *(Airfares, Accommodation, etc)* | | **Amount** | | **Date paid** |
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| **Balance** | |  | |  |
|  | |  | |  |
| **Unspent monies** | | | | |
| **Amount** | |  | | |
| **Journalled back to TL1071.3795:** (*date)* | |  | | |
|  | |  | | |
| **Authorisation** | | | | |
| I confirm the William Evans Fellow has been reimbursed for all receipts that are attached, and that the Department have journalled any unspent monies into the William Evans Trust account. | | | | |
|  | | | | |
| Head of Department/Departmental Administrator / Date | | | | |