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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 |