

Hawlio / Claimant: _____

Rhif Staff / Staff Number:

Adran / Department: _____

Dyddiadau teithio / Travel Dates O / From: _____

Tan / To: _____

Cyrchfan a diben y teithio / Destination and reason for travel:

Bydd taliadau yn cael eu gwneud l'r un cyfrif banc a thelir eich cyflog.

Payments will be made to the same bank account as your salary.

Gwariant a Ragwelir / Anticipated Expenditure

Ffi Cynhadledd / Conference Fee	Gwybodaeth / Info:			£
Trafnidiaeth Gyhoeddus / Public Transport	Gwybodaeth / Info:			£
Tanwydd / Fuel	Gwybodaeth / Info:			£
Llety / Accommodation	Gwybodaeth / Info:			£
Cynhaliaeth / Subsistence	Gwybodaeth / Info:			£
Croesawu Ymwelwyr / Hospitality	(Dylech lenwi Ffurflen Croesawu Ymwelwyr a'i chynnwys gyda'ch ffurflen gais) / (Please complete a record of Hospitality Form and attach to your claim form, see Finance Web Page)			£
Milltiroedd / Mileage	10,000 milltir cyntaf / First 10,000 miles	Milltir / Miles	@ £0.45 (Current Motorcycle Rate £0.24 Current Cycles Rate £0.20)	£
	Mwy na 10,000 milltir / Excess of 10,000 miles	Milltir / Miles	@ £0.25 (Current Motorcycle Rate £0.24 Current Cycles Rate £0.20)	£
CYFANSWM YMLAEN LLAW GOFYNNIR TOTAL ADVANCE REQUESTED				£

Dosraniad Gwariant / Expenditure Allocation

Cyfrif / Account	Cod y Gwaith / Work Order	Cynnyrch / Product	Swm / Amount (£)
Cyfanswn y taliad / Payment Total			

Datganiad / Declaration

Yr wyf yn datgan y bydd cyfanswm y llaw amdani defnyddio gan i mi yn unig yng nghwrs busnes y Brifysgol.

Rwy'n cadarnhau y byddaf yn anfon ffurflen hawlio treuliau gyda manylion llawn y gwariant gwirioneddol a gafwyd, ynghyd â'r dogfennau ategol, ac yn ad-dalu unrhyw arian nas defnyddiwyd o fewn mis i mi ddychwelyd.

I declare that the total advance requested will be used by me solely in the course of the University's business.

I confirm that I will send an expense claim form with full details of actual expenditure incurred, together with supporting documentation, and refund any unused monies within one month of my return.

Hawlwr llofnod / Claimants signature: _____ Dyddiad / Date: _____

Pennaeth Adran llofnod / Head of Dept Signature: _____ Dyddiad / Date: _____