

Completed forms should be submitted to Dave Hodgson in Finance

NOTE: Currency requests should be made as soon as possible, but in any event a minimum of 3 working days' notice is required for Euros and US Dollars, and a minimum of 7 working days for all other currencies

Name (Print): _____ Department/Site: _____

Destination: _____ Dates of Travel: _____

Has travel already been authorised? YES NO

(Note: Currency will not be ordered until travel has been authorised)

Type of Currency Required (Euros/Dollars etc): _____

(Note: where there are different types of the same currency, the specific type MUST be entered. Eg, US Dollar, HK Dollar etc)

Amount of Currency Required: _____

Request received by Finance (Date): _____ Signed: _____

Comments:

Currency Received by Individual (Date): _____

Signed (by individual): _____ Print: _____

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