

BBC Advance Request Form

Staff Number	Date DDMMYY	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>

Type of Advance:

Applicant:

Name:

Job Title:

Email:

Tel:

Company Code:

Advance profit centre:

Budget holder/Production Accountant:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Advance Details:

Period the advance will cover:
 to

Overseas trip?

Place(s) being visited (if any):

Name of Production/Purpose of trip:

If carrying the advance in cash - what steps have you taken to ensure your safety?

If travelling with a large cash value please complete a risk assessment
<https://www.bbc.co.uk/safety/resources/myriskstools/useful-tips>

Reason buy/book/order not utilised:
<https://intranet.gateway.bbc.co.uk/buy-book-order>

Do you hold a BBC expense card:

Reason BBC expense card not utilised:
<https://intranet.gateway.bbc.co.uk/fo/expenses/cards>

If you have any previous advances that have not been fully cleared, please list them below.

Date Received	Original Value	Balance to be cleared

No individual can apply for a new advance, if more than three advances already outstanding on record

Reason for outstanding advance(s):

Please consult the expenses policy when considering your budget

<https://intranet.gateway.bbc.co.uk/fo/expenses/policy/Pages/expenses-policy-sections.aspx#/important>

UK and foreign advances may only be given in the following exceptional circumstances:

- Location expenditure where productions need a designated individual to manage all location costs on behalf of the production.
- Travel to countries that do not have an established banking or credit card network.
- Individuals incurring a significant expenditure on behalf of the BBC in the first two months after they join (before they have acquired a BBC card) or where a BBC card has been incorrectly cancelled or withdrawn.

Advances cannot be used to make a salary or a fee payment to an employee of the BBC, a casual or a freelancer or a sub-contractor.

Please provide a breakdown of what will the advance be spent on below:

Advance Amount Requested: In words
 In figures
 Currency

Date advance required by: Date
Time

All advances must be spent in accordance with the Expenses Policy:-
<https://intranet.gateway.bbc.co.uk/fo/expenses/policy>.

I will submit expenses to the value of this approved advance, and return any value unspent within 60 days of the return date of my trip. Unless my contract ends sooner than 60 days from the return date of my advance, in which case I will make arrangements to clear the balance of my approved advance sooner. As a condition of receiving an advance, staff are required to agree that any balance remaining 60 days after their return will be deducted from their salary. Please sign your agreement:

Signed / Date:

Payment / Collection

- | | |
|------------------------------------|--|
| 1. BBC Staff GBP | Paid via BACS to applicants bank account |
| 3. BBC Freelancer GBP | Paid via BACS to applicants bank account |
| 2. BBC Staff Foreign Currency | <input type="text"/> |
| 4. BBC Freelancer Foreign Currency | <input type="text"/> |

If Lloyds TSB/Other please state...

Freelancers only:

Approver

Name in BLOCK CAPS:

Signature

Email address:

Job title:

Tel:

Send authorised freelancer advance requests to: bbc_advances@bbc.co.uk

Out of hours authoriser: (Only to be completed in **News** for emergency advances)

Vendor name:	<input type="text"/>	<input type="text"/>	Vendor A/C No.
Date of order:	<input type="text"/>	<input type="text"/>	Time of order
Order placed by:	<input type="text"/>		
Contact no:	<input type="text"/>		

For IBM use only

SAP REF NO	DATE	INPUT BY
<input type="text"/>	<input type="text"/>	<input type="text"/>