# Appendix A – Quick Reference Flow Chart

```
Is the travel overseas? ──No──> Does the UK journey require approval? ──No──> Complete FIN02 signed by both you and your Budget Holder. Attach actual receipts.
        │                              │                                            │
       Yes                            Yes                                           ▼
        │                              │                                    Budget Holder to send completed form with receipts to Payroll
        ▼                              ▼                                            │
Complete Section A of          Complete Section A of                               ▼
FIN01 signed by you and        FIN01 signed by you and                    Payments will be made in accordance with Payroll deadlines
your Budget Holder             your Budget Holder
        │                              │
        ▼                              ▼
Are you claiming an            Complete Section B and
Advance? (This must ──No──>    C of your original FIN01
be claimed prior to            signed by both you and
the trip)                      your Budget Holder.
        │                      Attach actual receipts.
       Yes                              │
        │                              ▼
        ▼                      Budget Holder to send
Complete a FIN06 and           completed form with
submit to Payments             receipts to Payroll
        │                              │
        └──────────────────>          ▼
                               Payments will be made
                               in accordance with
                               Payroll deadlines
```