27 February 2013

MEMO TO: All staff

FROM: Jane Conway, School Administration Manager

RE: Cab-charge Vouchers

The School has cab-charge vouchers which are available for the use of staff, students and visitors. The vouchers are available from the School Reception, A28, 210.

A cab-charge voucher is rather like a specialised blank cheque, and firm guidelines need to be in place for their use. The following are the guidelines for use:

- Staff, visitors and students may use cab-charge vouchers charged to a research or similar account under the same conditions as currently apply to the use of School cars, that is, for University business. Those with a right to sign on a research or similar account may obtain one or more vouchers by specifying the account from which the payment is to be made, and providing details for the use of the voucher/s.

- Unused cab-charge vouchers are to be returned to the School Reception at the earliest opportunity.