ROYCE TRAINING

UoM INTERNAL TRANSFER

**Date:**

**Section 1: Personal details**

\* This field is mandatory

|  |  |
| --- | --- |
| **University of Manchester ID No.\*** |  |
| **Title** |  |
| **Forename(s)\*** |  |
| **Surname\*** |  |
| **University email\*** |  |

**Section 2: Training event**

\* This field is mandatory

|  |  |
| --- | --- |
| **Royce Training event\*** |  |
| **Date of event\*** |  |

**Section 3: Transfer information**

\* This field is mandatory

|  |  |
| --- | --- |
| **Faculty\*** |  |
| **Department\*** |  |
| **Activity Code payment to be made from\***Use I&E code provided | **Account code:** | **I&E code:** | **Task code:** |
|  |  |  |
| **Royce Training account** |  |  | **1180** |
| **Budget holder name for approval\*** |  |
| **Budget holder email for****approval\*** |  |
| **Transfer amount \*** | **£00.00** |

**Please attach THIS FORM along with EMAIL APPROVAL from your budget holder are reply to:**
**training@royce.ac.uk**