



Claim for Expenses

PERSONAL DETAILS

Name (BLOCK CAPITALS) _____
 (Please state Prof., Dr., Mrs., Miss, Ms., Mr.)

Personnel/ Student Number _____

Address (BLOCK CAPITALS) _____

Preferred payment method is by BACS _____

Sort Code _ _ _ - _ _ - _ _ _ _____

Account Number _ _ _ - _ _ - _ _ - _ _ _ _____

EXPENSE DETAILS

	Total Cost (£)
Fares (air, bus, train, taxi etc)	_____
Mileage Allowance miles @ p per mile	_____
Engine Capacity litres	_____
Subsistence/Other Expenses	_____
Total	_____
<i>Less Finance Office Advance</i>	_____
* Net Total	_____

CODING DETAILS

Finance Dept Only

<i>Travel</i>	<i>Cost Centre</i>	<i>Account Code</i>	<i>Job Code</i>	<i>Gross Amount (£)</i>	<i>VAT</i>
	_____	_____	_____	_____	ZE
	_____	_____	_____	_____	ZE
	_____	_____	_____	_____	ZE
	_____	_____	_____	_____	ZE
Subsistence/ Other Expenses	<i>Cost Centre</i>	<i>Account Code</i>	<i>Job Code</i>	<i>Gross Amount (£)</i>	<i>VAT</i>
	_____	_____	_____	_____	SU
	_____	_____	_____	_____	SU
	_____	_____	_____	_____	SU
	_____	_____	_____	_____	SU
Less Advance CR	_____	_____	_____	_____	EX
* Note that Net Total from Expense Details must equal Total here ➔					TOTAL

DECLARATION

I certify that the expenses above were incurred by me in connection with

my visit to _____

on (date) _____

for the purpose of _____

In the case of a Research Grant/Contract these are allowable expenses under the Terms and Conditions set by the sponsor.

Signed _____ Date _____
 (claimant)

Authorised _____ Position _____
 (Head of Department or equivalent) (authorised signatory)

FINANCE DEPT. USE ONLY (ADVANCES REFUND)

Refund **DR** _____

