



Surname: _____
Forename: _____
Department: _____

Address: _____

Reason for incurring expenses:

Total Mileage: _____ 0.00
Subsistence: _____ 0.00
Travel: _____ 0.00
Foreign currency: _____
Other expenses: _____ 0.00
Total expenses claimed: _____ **0.00**
Less advance: _____ 0.00
Net Expenses claimed: **0.00**

Bank Name:	_____
Bank Address:	_____
Sort Code:	_____
Account Number:	_____

Budget code	HSTE1H7R				
Amount					

I CERTIFY THAT: The Expenses claimed have been incurred by me solely on College business in accordance with the Financial Regulations and the College Travel Policy. **Proof of expenditure has been provided.**

CAR MILEAGE CLAIMS ONLY: I certify that my motor insurance policy is endorsed to give complete indemnity for business use as required by the Financial Regulations. I also certify that the number of business miles claimed within the current tax year has not exceeded 4000 miles.

Claimant's signature:
Claimant's name:
Approved by
(Head of Dept / Authorised Signatory)
Print name:

Date: _____
Date:

Payment Information: payment will only be made by BACS transfer if the claimant has a UK address

Tick as follows: I already have a BACS transfer set up:
I live outside the UK; please send a cheque

Please state if an Encashment Letter is required.
If the Claimant has an Overseas Address please ensure an Overseas Request Form has been completed.

Approved Finance _____ Date: _____
Input by: Date:
Checked by: Date: