Expense Claim Form

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| --- | --- | --- | --- | --- |
| Please complete in **BLOCK CAPITALS** | | Date of claim: | | |
| Claimant’s name: | | Event or Committee: | | |
| Address: | | Location of Event or Committee: | | |
| Postcode: | | Departure Point (i.e. Bristol & Start Postcode): | | |
| Email Address: | | Destination Arrival (i.e. Millfield School & Postcode: | | |
| Home Telephone: | | Journey or Event date: | | |
| Mobile Telephone: | |  | | |
| **TRAVEL** | | Expense  £ | p | Budget Code |
| Private Car (45p/mile) | Number of miles: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Rail (Ticket Receipt) |  |  |  |
| Public Transport (Ticket Receipt) |  |  |  |
| Taxi (Receipt) |  |  |  |
| Car Park (not to include airports) |  |  |  |
| Hotels |  |  |  |
| Meals |  |  |  |
| Miscellaneous (Please State |  |  |  |
| **TOTAL** |  |  |  |
| Claimants Signature: | Position held at event: | | |
| Authorised Signature: | Discipline: | | |
| Chq no. | Budget Code: | | |

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| --- |
| Bank Details: |
| Account Name  Account Number  Sort Code  Bank name & Address  Are these new/different? – Yes/no |
| Please detail any diversions to route and reasons for additional mileage |
|  |
| Please provide details of expenditure on subsistence. Reasons for purchase |
|  |
| Please provide details on accommodation claimed for and reasons for this |
|  |
| Miscellaneous claims. Please detail purchase and reason for this expenditure |
|  |

**Return to:**

**Mr G Pearce** [**gnpearce@aol.com**](mailto:gnpearce@aol.com)

*Note:*

* *All expenses claimed must be in accordance with current procedures and policies.*
* *Receipts must be attached for all items*
* *Claims must be made within 28 days*
* *Claim must be authorised by the appropriate budget holder prior to submission to the finance officer*
* *Failure to complete this claim form fully and correctly will result in delayed payment.*
* *Claims may be verified by using AA/RAC autoroute*