|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Department:** |  |
| **Address:** |  | **Email:** |  |

**Please provide a UK bank account for payment:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Account name:** |  |  | |
| **Bank sort code:** |  | **Account number:** |  |

**Travel** *Car mileage is reimbursed at the standard University rates (currently 45p per mile)*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Start Date** | | **End date** | **Travel from** | **Travel to** | **Means** (car, train etc) | **Miles**  (if car used) | | **£ claimed** |
| **1** |  |  |  |  |  |  | |  |
| **Purpose of journey:** | |  | | | | | | |
| **2** |  |  |  |  |  |  | |  |
| **Purpose of journey:** | |  | | | | | | |
| **Total travel costs claimed (A):** | | | | | | |  | |

**Subsistence and other expenses:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | | | **Description** | | | **£ claimed** |
| **1** |  | |  | | |  |
| **2** |  | |  | | |  |
| **3** |  | |  | | |  |
| **4** |  | |  | | |  |
| **Total other expenses claimed (B):** | | | | | |  |
| **Total expenses claimed (A + B):** | | | | | |  |
| ***I confirm that the claim is in respect of bona fide expenses incurred wholly on behalf of UCU Warwick.*** | | | | | | |
| **Signed:** | |  | | **Date:** |  | |

**Please return with all receipts to: Chris Waite, Finance Office, IMC Building, WMG**