

# Warwick UCU Expenses Claim Form

|                 |  |                    |  |
|-----------------|--|--------------------|--|
| <b>Name:</b>    |  | <b>Department:</b> |  |
| <b>Address:</b> |  | <b>Email:</b>      |  |

Please provide a UK bank account for payment:

|                        |  |                        |  |
|------------------------|--|------------------------|--|
| <b>Account name:</b>   |  |                        |  |
| <b>Bank sort code:</b> |  | <b>Account number:</b> |  |

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

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

**Subsistence and other expenses:**

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

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

|  |  |                         |  |
|--|--|-------------------------|--|
| Approved by (name)                     |  | Approved by (signature) |  |
| Payment date/cheque number/ reference: |  |                         |  |