

Warwick UCU Expenses Claim Form

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>I confirm that the claim is in respect of bona fide expenses incurred wholly on behalf of UCU Warwick.</i>			
Signed:		Date:	

Please return with all receipts to: Treasurer, UCU Warwick, WA1.12, Avon building, Westwood Campus, University of Warwick

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