



## Claim Form for Expenses

Please fill in the following information. If a journey is undertaken, include the location and the purpose of the journey and the number of miles travelled (if applicable). In all instances (except journeys by car) receipts should be attached. Car mileage will be reimbursed at the standard University rates.

Name: ..... Department: ..... Signature: .....

***If your claim relates to a journey, complete the following***

Purpose of journey .....
Dates of journey .....
Details of journey: <b>from</b> ..... <b>to</b> .....
Distance travelled (if car used) ..... miles

***For all claims, complete the following table***

<i><b>Date</b></i>	<i><b>Details of Expenditure</b></i>	<i><b>Cost (£)</b></i>
<i><b>Total</b></i>		

***Please return form with receipts attached to the treasurer, Mike Joy, in Computer Science.***

For office use only

Approved by ..... (name) .....(signature)

Cheque number ..... Reference .....