

EXPENSES CLAIM

All expenditure claimed must be in accordance with the [College Travel, Subsistence & Expenses Policy](#)



SUMMARY

Last Name	Brown		
First Name	Joe		
Expenses Account (P*****)	P12345		Our Ref - Finance Only
Department	Biological Sciences		
Email Address	Joe.Brown@rhul.ac.uk		
Your Reference	Exp 7 July 2012		
Claim Date	07 July 2012		

£ Sterling Claim	£1,307.80
Other Currency Claim	£1,220.46
Total Claim	£2,528.26

Please enter any specific instructions

CODING ANALYSIS

Please ensure only valid codes are used. A full set of valid codes can be found in the monthly Finance Reports package sent to departments.

Centre	Fund	Expense	Value
8256	1234	31700	£459.80
8256	2468	31700	£200.00
8256	1452	31700	£886.67
8256	1585	31700	£981.79
Total - Must Equal Total Claim			£2,528.26

I certify that this claim is for the reimbursement of expenses necessarily incurred by me on College business, in compliance with the College's Travel, Subsistence and Personal Expenses Policy and Procedures. No previous or additional claim has or will be made for these expenses. Original invoices and receipts for the amounts paid are attached (credit card slips and airline tickets are not on their own acceptable substitutes).

	Signature	Print Name	Date
Claimant		Joe Brown	07/07/2012

I certify that I have verified the expenditure and that it is in accordance with the College's Travel, Subsistence and Personal Expenses Policy.

	Signature	Print Name	Date
Manager/Research PI			
Department Authorisation		Prof Smith	

UK BANK DETAILS

Complete bank details if you do not have an Expense Account (P*****) or are not based at College

Bank Name	Barclays
Bank Address	High Street, Egham
Account Name	J Brown
Sort Code	11-11-11
Account Number	12345678

If your bank account is not in the UK, please complete full details on Non UK Bank Details Tab

ADDRESS

Complete address details if you do not have an Expense Account (P*****) and are not based at the College

Full Name	
Address 1	
Address 2	
Address 3	
Post Code	

